



ASSET MANAGEMENT 101

MODULE 2

Asset Master Record



ASSET MASTER RECORD

The asset master record is a record shell with no values. Values are posted to the master record upon goods receipt of a purchased asset.

The values of assets acquired by other means, e.g., donations, discovered, purchased before master record creation etc., are posted through other transactions.

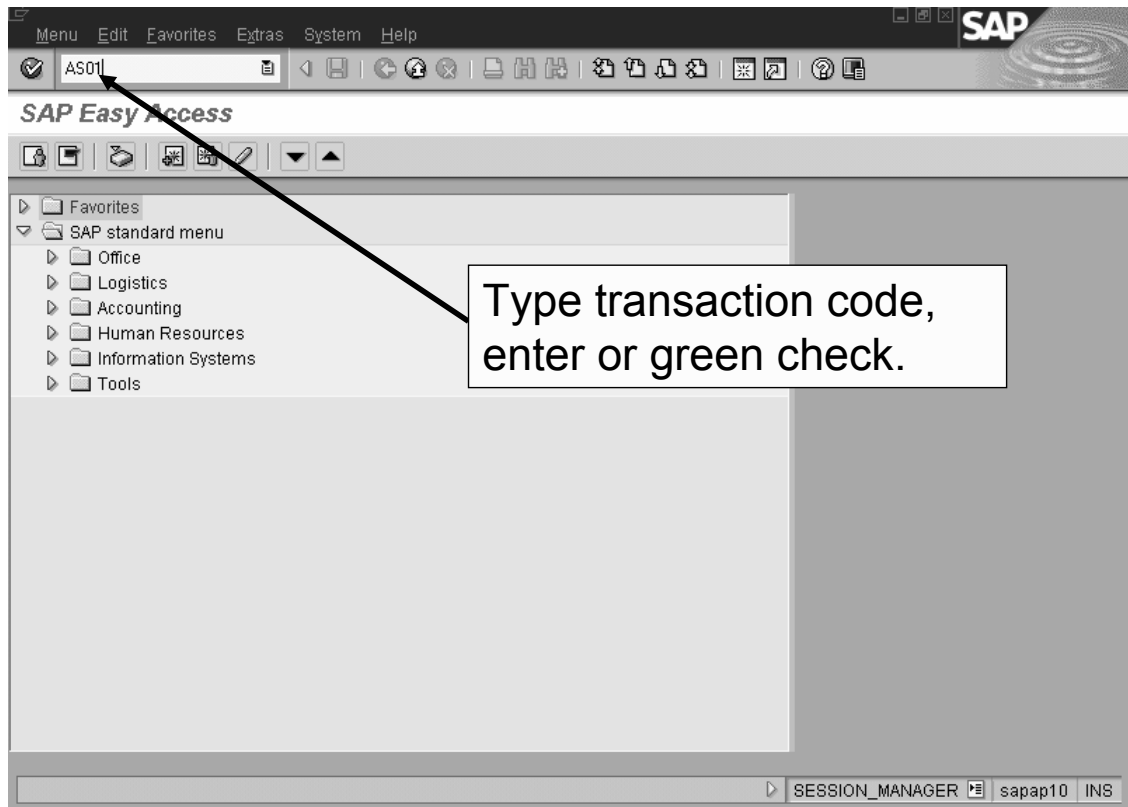


CREATE ASSET – AS01

This transaction is used to create asset master records for items which are considered assets according to the regulations.


Examples:

- Purchased items
- Donated or discovered items
- Capital projects (assets under construction)



Create Asset: Initial screen

Master data | Depreciation areas

Asset class | 

Company Code | ARK

Number of similar assets | 1

Reference

Asset |

Sub-number |

Company code |

☐ Post-capitalization

510 | sapetr | INS

Use the Possible entries icon to select the appropriate class assignment.

Each asset being purchased must be assigned to the appropriate class. Capitalized equipment (\$2500 and above) is assigned asset class 2000 - Equipment. Low value equipment (under \$2500) are assigned asset class 2100 - Equip. Low Value. The asset class determines the G/L account determination of the asset expenditures. Land, Building, Non-budget relevant and other capitalized assets each have different asset classes.

Asset class (1)

Company Code and Classes Account Assignment / Screen Layout Asset under Construction

Asset class

Company code

Maximum no. of hits

Click green check or press enter to see a list of all asset classes.

Asset Edit Goto Extras Environment Settings System Help

Create Asset: Initial screen

Master data Depreciation areas

Asset class
Company Code ARK
Number of similar assets 1

Reference
Asset
Sub-number
Company code

☐ Post-capitalization

Asset class (1) 29 Entries Found

Company Code and Classes

Company Code: ARK

Class	Asset class description
1000	Land
1010	Land Non Budget
1100	Land Improvement
1110	Land Improvement
1200	Buildings
1210	Buildings NON
1300	Leashold Improvement
1310	Leashold Improvement NON BUDGET RELEVANT
1400	Easements
1410	Easements NON BUDGET RELEVANT
2000	Equipment
2010	Equipment NON BUDGET RELEVANT
2100	Equipment - Low Value Assets
2101	Equipment - Low Value Collective Assets
2200	DIS DATA PROCESSING EQUIPMENT (ONLY)
2300	DIS DP EQUIPMENT LOW VALUE (ONLY)
3000	Works of Art
3010	Works of Art NON BUDGET RELEVANT

29 Entries Found

petr INS

Highlight the appropriate class code, double click or green check.

The screenshot shows the SAP 'Create Asset: Initial screen'. At the top is a menu bar with 'Asset', 'Edit', 'Goto', 'Extras', 'Environment', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area has two tabs: 'Master data' (selected) and 'Depreciation areas'. The 'Master data' tab contains the following fields:

Asset class	2000	⊞
Company Code	ARK	
Number of similar assets	1	

Below these fields is a 'Reference' section with a sub-header and three input fields:

Asset	
Sub-number	
Company code	

At the bottom left, there is a checkbox labeled 'Post-capitalization' which is currently unchecked. At the bottom right, there is a status bar showing '510', 'sapetr', and 'INS'. A callout box with a black arrow pointing to the 'Master data' tab contains the text: 'Click Master data, click green check or press enter to continue.'

If more than 1 (one) of the same type of asset is being purchased enter in the total number in the “Number of similar assets” field. An asset master record will be created for the total number entered.

NOTE: Check the Post-capitalization box **ONLY** if you are creating an asset master for an asset that was acquired in a prior fiscal year.

The screenshot shows the SAP 'Create Asset: Master data' interface. The top menu bar includes 'Asset', 'Edit', 'Goto', 'Extras', 'Environment', 'Settings', 'System', and 'Help'. The 'Asset values' tab is active. The 'Asset' field contains 'INTERN-00001' and the 'Class' is '2000'. The 'Equipment' tab is selected. Callouts provide instructions: 'Type a detailed description of the asset.' points to the 'Description' field; 'Enter any additional information. This is where the WBS element or internal order number should be stored, if applicable.' points to the 'Asset main no. text' field; and 'Enter the unit of measure for the asset. THIS IS A REQUIRED FIELD. Select possible entries icon for selection, if necessary.' points to the unit of measure icon. The 'Quantity' field has a checkmark icon.

Asset: INTERN-00001 0

Class: 2000

Equipment

Company Code

General Time-dependent Allocations Origin Insurance Deprec. ar

General data

Description

Asset main no. text

Acct determination: 199050 Equipment

Serial number

Inventory number

Quantity

Inventory

Last inventory on

Include asset in inventory list

510 sapetr INS

Recommended format for description is noun, adjective, adjective. It is important that the description entered is consistent for each asset master record created. The manner in which the description is entered could affect the way reports are sorted.

NOTE: ASSET MAIN NO. TEXT. This field is the same for the main number and all its sub-numbers. Updating this field for one asset updates all of the assets having the same main number. This text is used in reporting and in the display values transaction when accessing totals per asset number.

Asset Edit Goto Extras Environment Settings System Help

Asset values

Asset: INTERN-00001 0

Class: 2000 Equipment Company Code: ARK

General Time-dependent Allocations Origin

Units of Measure

Comm.	Un	Unit of meas. text	Text for dimension
CS	CS	Case	(no dimensions)
CT	KAR	Carton	(no dimensions)
DAY	TAG	Days	Time
DM	DM	Decimeter	Length
DM3	CDM	Cubic decimeter	Volume
DR	DR	Drum	(no dimensions)
DZ	DZ	Dozen	(no dimensions)
EA	EA	each	(no dimensions)
FOZ	OZA	Fluid Ounce US	Volume

General data

Description: Refrigerator

Asset main no. text:

Acct determination: 199050 Equipment

Serial number:

Inventory number:

Quantity: ☒

Inventory

Last inventory on: ☐ Include asset in inventory list

Select Unit of measure, double click or green check.

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Asset Edit Goto Extras Environment Settings System Help

Asset values

Asset: INTERN-00001 0

Class: 2000 Equipment Company Code: ARK

General Time-dependent Allocations Origin Insurance Deprec. areas

General data

Description: Refrigerator

Asset main no. text:

Acct determination: 199050 Equipment

Serial number:

Inventory number:

Quantity: EA

Inventory

Last inventory on:

☐ Include asset

DO NOT ENTER QUANTITY.
This will populate upon goods receipt.

Check box to include asset in standard inventory lists S_ALR_87011979 and S_ALR_87011982. This check box does not affect ZFI_FALIST or AR01.

510 sapetr INS

Asset: INTERN-00001 0
Class: 2000
Equipment
Company Code: ARK

General Time-dependent Allocations Origin Insurance Deprec. areas

Inventory
Last inventory on
Inventory note
☒ Include asset in inventory list

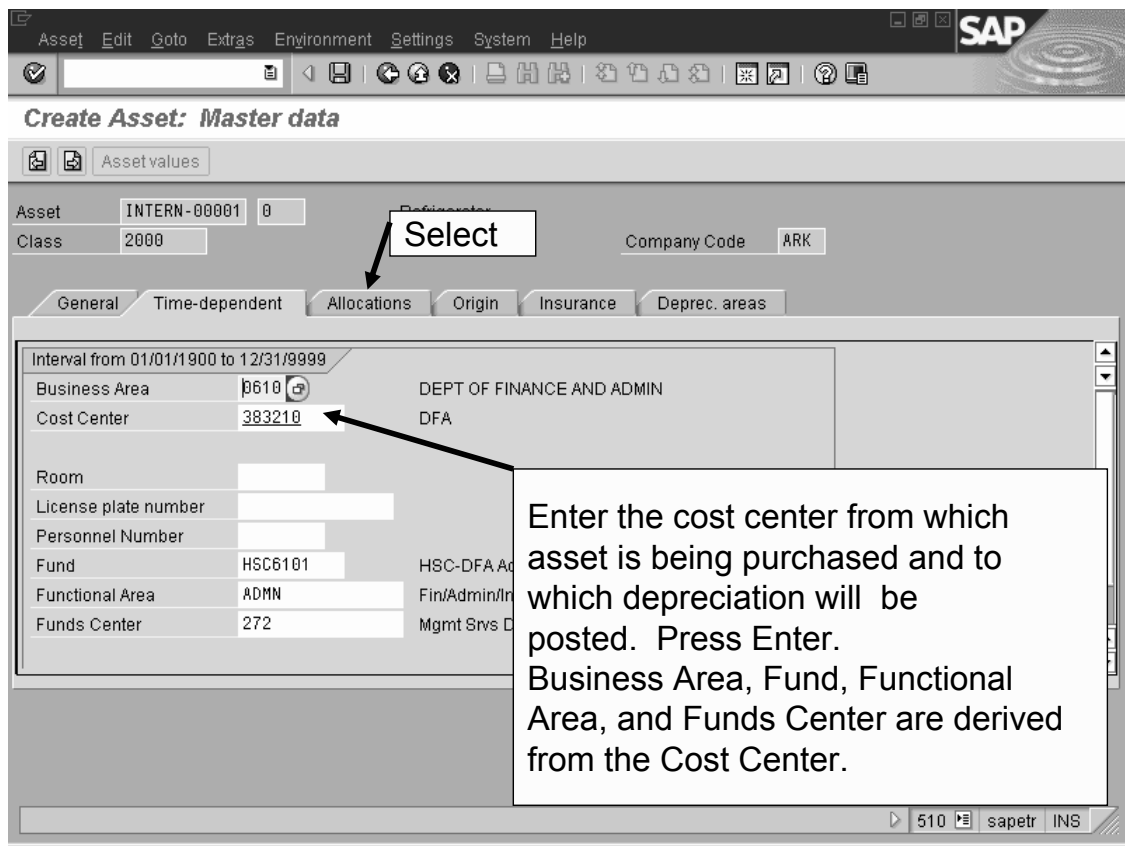
Posting information
Capitalized on
First acquisition on
Acquisition year 000

No entry is required on the bottom half of the screen. (see notes)

510 sapetr INS

NOTE: If the Post-Capitalization box was checked on the previous screen, you **must** enter the capitalization date in the “Capitalized on” field.

Otherwise, Posting information will populate upon initial goods receipt of purchased items or through other transactions to post value. Once established, these fields are never changed.



Create Asset: Master data

Asset: INTERN-00001 0

Class: 2000

Company Code: ARK

General Time-dependent **Allocations** Origin Insurance Deprec. areas

Interval from 01/01/1900 to 12/31/9999

Business Area: 0610 DEPT OF FINANCE AND ADMIN

Cost Center: 383210 DFA

Room:

License plate number:

Personnel Number:

Fund: HSC6101 HSC-DFA Ad

Functional Area: ADMN Fin/Admin/In

Funds Center: 272 Mgmt Svcs D

510 sapetr INS

Select

Enter the cost center from which asset is being purchased and to which depreciation will be posted. Press Enter. Business Area, Fund, Functional Area, and Funds Center are derived from the Cost Center.

If asset is being assigned to a specific room or person within the agency, enter the Room and/or Personnel number.

If this is a vehicle asset and you know the license plate number, enter it.

Create Asset: Master data

Asset: INTERN-00001 0 Refrigerator
Class: 2000 Equipment Company Code: ARK

General Time-dependent Allocations Origin Insurance Deprec. areas

Allocations

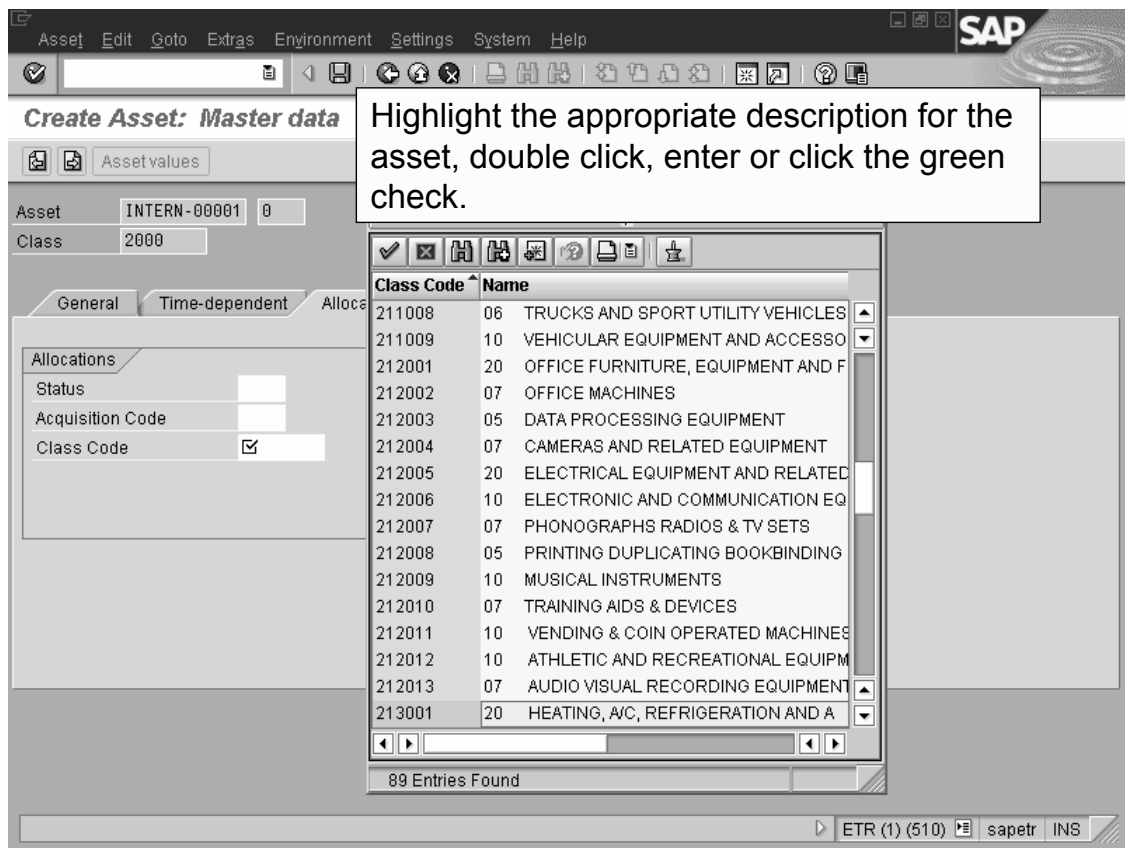
Status
Acquisition Code
Class Code

Click the possible entries icon to select the appropriate Class Code.

ETR (1) (510) sapetr INS

If you are creating an asset master record for an asset already in your possession, e.g., an asset purchased prior to creation of the asset master record, a discovered asset, a donated asset, or an asset received as a transfer from another business area, enter the appropriate Status and Acquisition codes upon creation of this asset master record.

However, for assets that you are purchasing and do not have in your possession upon creation of the asset master record, the Status and Acquisition codes are not entered at this time. These codes are entered when the asset is received using transaction code AS02-Change Asset Master Record.



Asset Edit Goto Extras Environment Settings System Help

Create Asset: Master data

Asset values

Asset: INTERN-00001 0

Class: 2000

General Time-dependent Allocations

Allocations

Status

Acquisition Code

Class Code ☒

Class Code Name

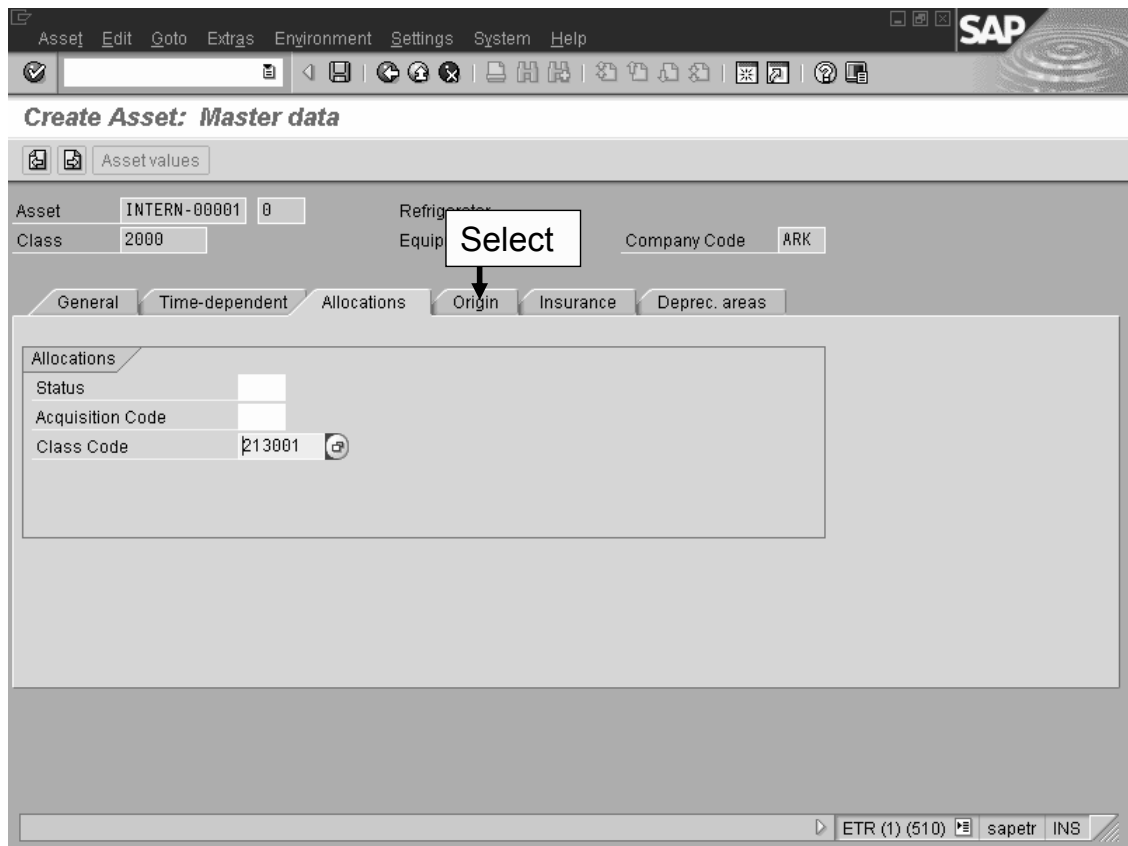
211008	06	TRUCKS AND SPORT UTILITY VEHICLES
211009	10	VEHICULAR EQUIPMENT AND ACCESSORIES
212001	20	OFFICE FURNITURE, EQUIPMENT AND FIXTURES
212002	07	OFFICE MACHINES
212003	05	DATA PROCESSING EQUIPMENT
212004	07	CAMERAS AND RELATED EQUIPMENT
212005	20	ELECTRICAL EQUIPMENT AND RELATED
212006	10	ELECTRONIC AND COMMUNICATION EQUIPMENT
212007	07	PHONOGRAPHS RADIOS & TV SETS
212008	05	PRINTING DUPLICATING BOOKBINDING
212009	10	MUSICAL INSTRUMENTS
212010	07	TRAINING AIDS & DEVICES
212011	10	VENDING & COIN OPERATED MACHINES
212012	10	ATHLETIC AND RECREATIONAL EQUIPMENT
212013	07	AUDIO VISUAL RECORDING EQUIPMENT
213001	20	HEATING, A/C, REFRIGERATION AND AIR

89 Entries Found

ETR (1) (510) sapetr INS

Highlight the appropriate description for the asset, double click, enter or click the green check.

NOTE: The number listed in front of the Name of the Class code is the recommended useful life for the asset. This number **MUST** be entered in the "Usfl life" field on the Deprec. areas tab for all assets except Low value assets to comply with policy set by DFA/Office of Accounting.



Create Asset: Master data

Asset: Refrigerator
Class: Equip: Company Code:

General Time-dependent Allocations **Origin** Insurance Deprec. areas

Allocations

Status:
Acquisition Code:
Class Code:

ETR (1) (510) sapetr INS

Create Asset: Master data

Asset: INTERN-00001 0 Refrigerator
Class: 2000 Equipment: **Select** Code: ARK

General Time-dependent Allocations Origin Insurance Deprec. areas

Origin

Vendor:
Manufacturer:
☐ Asset purch. new
☐ Purchased used
Country of origin:
Type name:

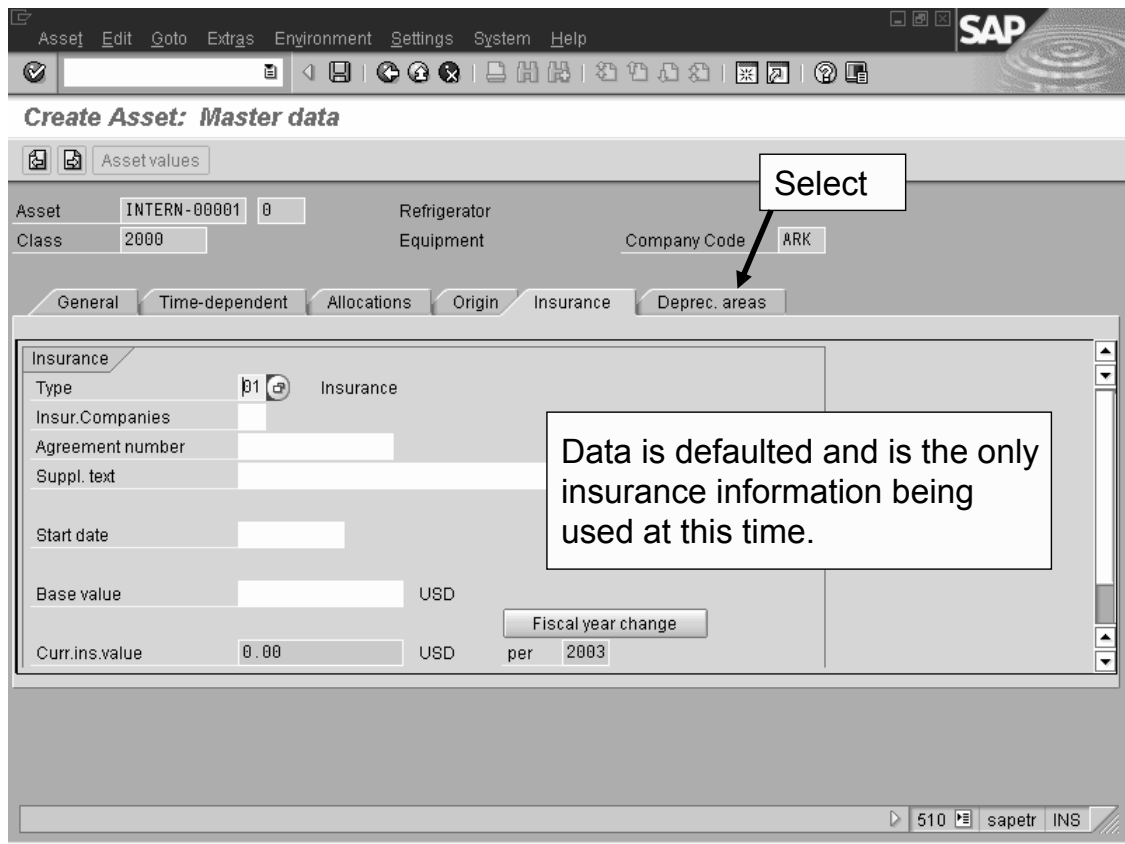
Internal specifications
Original asset:
In-house prod.perc.:

Vendor information will be populated upon goods receipt, it is not necessary to enter vendor number.

Check whether asset is being purchased new or used.

510 sapetr INS

If you are creating an asset record for an asset that is already in your possession, e.g., purchased in a prior fiscal year or purchased before the asset master record was created, then you may complete vendor information. The vendor number must be a valid vendor in AASIS.



Create Asset: Master data

Asset: INTERN-00001 0 Refrigerator
Class: 2000 Equipment Company Code: ARK

General Time-dependent Allocations Origin Insurance Deprec. areas

Insurance

Type: 01 Insurance
Insur. Companies:
Agreement number:
Suppl. text:
Start date:
Base value: USD
Curr. ins. value: 0.00 USD
Fiscal year change: per 2003

Data is defaulted and is the only insurance information being used at this time.

Select

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This screen print was shown just to show the insurance information – it is not necessary to select this tab when creating an asset master record.

Create Asset: Master data

Asset: INTERN-00001 0 Refrigerator
Class: 2000 Equipment Company Code: ARK

General Time-dependent Allocations Origin Insurance Deprec. areas

Valuation

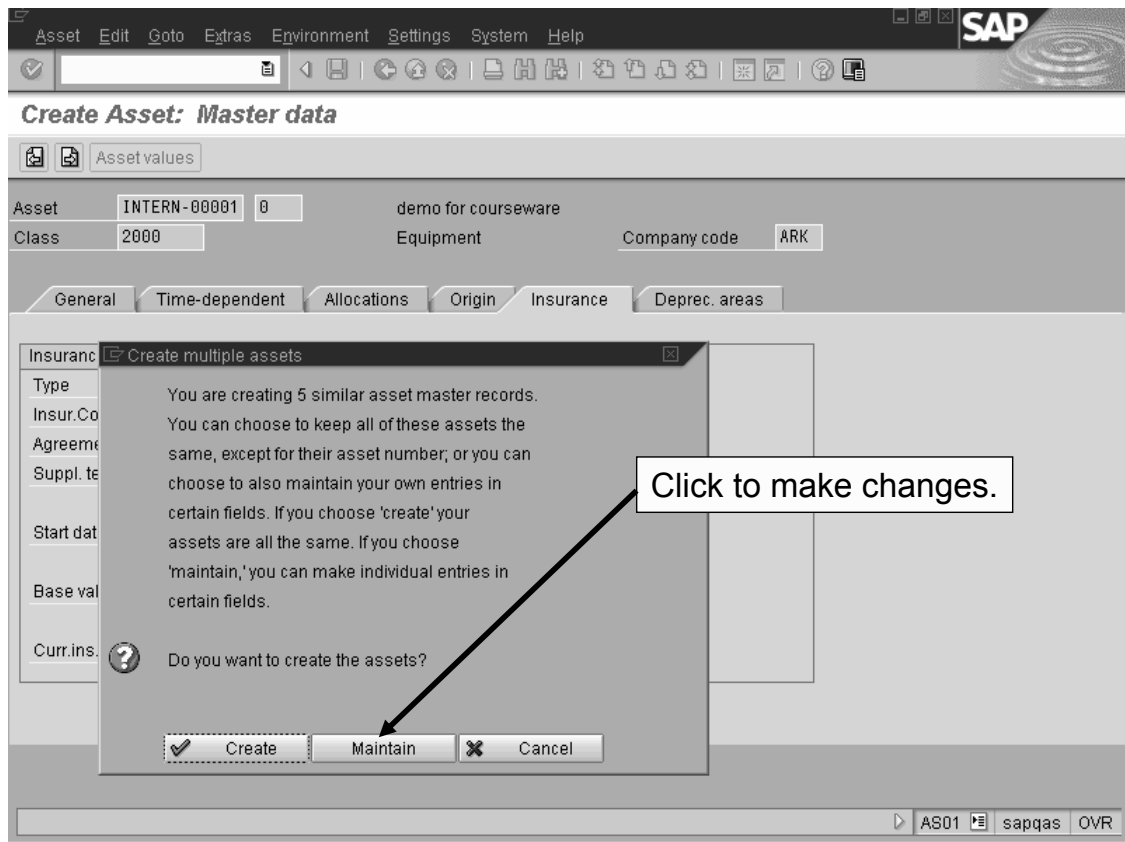
Deact	A.	Depreciation area	DepKy	Usfl life	Per	O.dep. start
<input type="checkbox"/>	01	Modified Book	Z634	1		0
<input type="checkbox"/>	20	Full Cost	LINR			

Enter the recommended useful life for the asset. Enter or green check.

510 sapetr INS

Use the number of years listed in front of the Class code on the Allocations tab as the recommended number of useful life years. The recommended useful life field is completed for most asset master records created. However, for asset classes identified as low value, the recommended useful life field is grayed out because these assets are fully depreciated upon acquisition and there is no need to enter a useful life.

[illegible]



If more than one had been entered in the “Number of similar assets” field on the initial screen, this pop-up will appear. All asset master records will be created the same unless you choose to make a change in certain fields.

Create Asset: Master data

Maintain Fields that Should Be Different in Similar Assets

No	Description	Inventory no.	Bu...	Cost center
1	demo for courseware		0645	600001
2	demo for courseware		0645	600001
3	demo for courseware		0645	600001
4	demo for courseware		0645	600001
5	demo for courseware		0645	600001

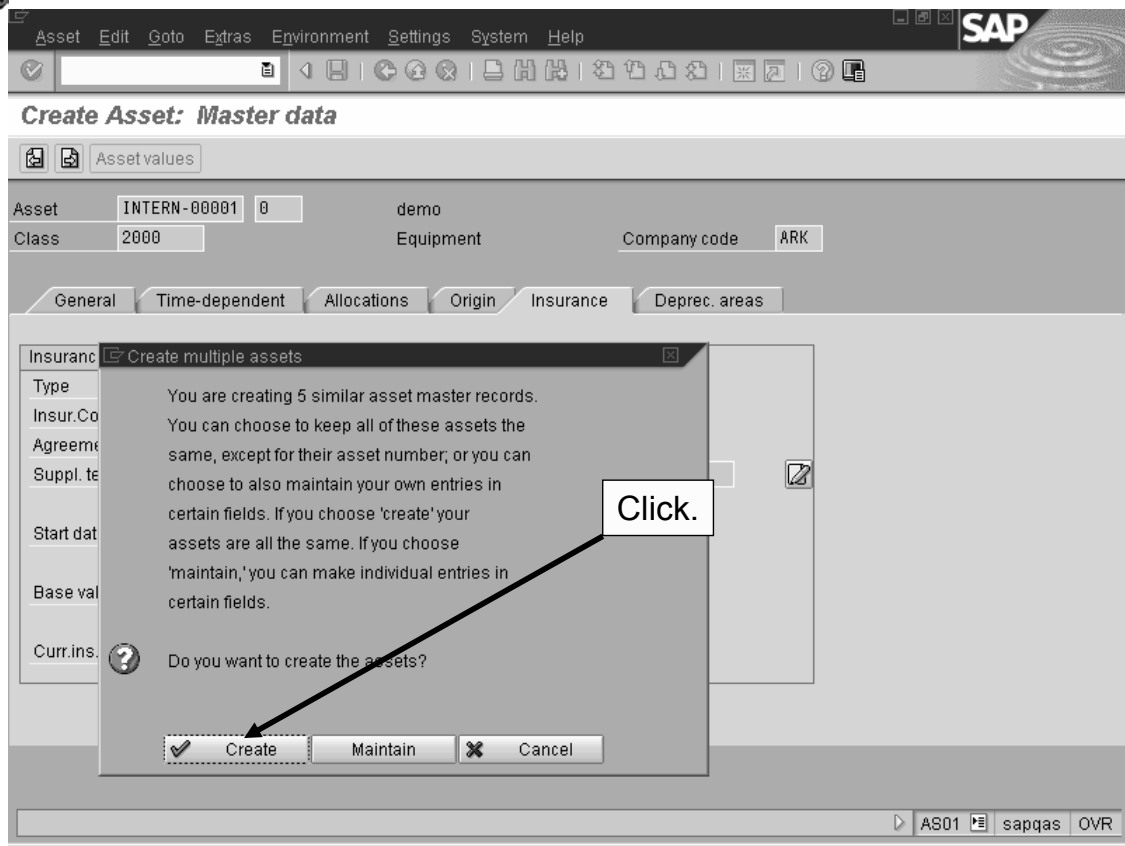
Make desired changes, press enter or click green check.

AS01 sapqas OVR

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03/01/2004

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Changes may be made in the Description, you may add an Inventory no., if desired. Changes may also be made to the cost center (as long as the fund and funds center remains the same) and the Class code.



The screenshot displays the SAP 'Create Asset: Initial screen'. The interface includes a menu bar (Asset, Edit, Goto, Extras, Environment, Settings, System, Help) and a toolbar. The 'Master data' tab is selected. The form contains the following fields:

- Asset class: 2000
- Company Code: ARK
- Number of similar assets: 1

Below these fields is a 'Reference' section with input boxes for Asset, Sub-number, and Company code. A checkbox for 'Post-capitalization' is present and unchecked. A message box with an arrow pointing to the status bar at the bottom states: 'The asset shell has been created with this number assignment. (see notes)'. The status bar at the bottom shows a confirmation message: 'The asset 200000000 0 is created', along with a play button, the number 510, and the user 'sapetr' in the 'INS' mode.

If more than a 1 (one) had been entered in the “Number of similar assets” field on the initial screen, there would be a range of asset numbers. Each asset shell created would have a number assignment. This is the only time you will have sequential asset numbers for your business area.

The asset number is a 9 digit number with a space then a 0 (zero). When referencing the asset number in transactions, it is not necessary to type the 0 (zero).

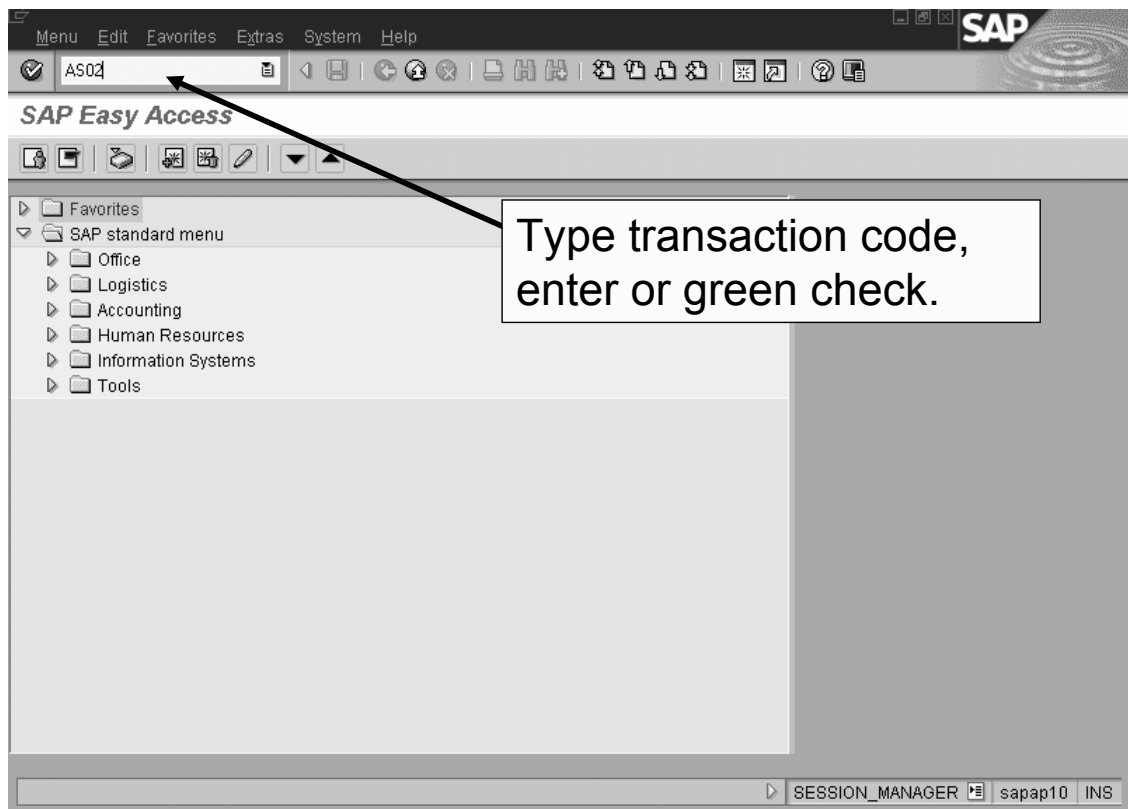


CHANGE ASSET – AS02

This transaction is used to make any changes or updates to an asset master record.


Examples:

- adding Serial Number
- adding Inventory number or Property Tag Number
- adding room number and/or personnel number
- adding status and/or acquisition code
- changing cost center (with same fund and funds center only)
- changing the status (disposition)



Change Asset: Initial screen

Master data | Depreciation areas | Asset values

Asset: 2000000000 

Sub-number: 0

Company Code: ARK

Enter asset number that requires changes. Click Master data, green check or enter.

510 | sapetr | INS

The following are examples of types of changes that may be made to an asset master record. It is not necessary to make all these changes, just the ones that are applicable.

Change Asset: Master data

Asset values

Asset: 200000000 0 Refrigerator
Class: 2000 Equipment Company Code: ARK

General Time-dependent Allocations Origin Insurance Deprec. areas

General data

Description: Refrigerator

Asset main no. text: Refrigerator

Acct determination: 199050 Equipment

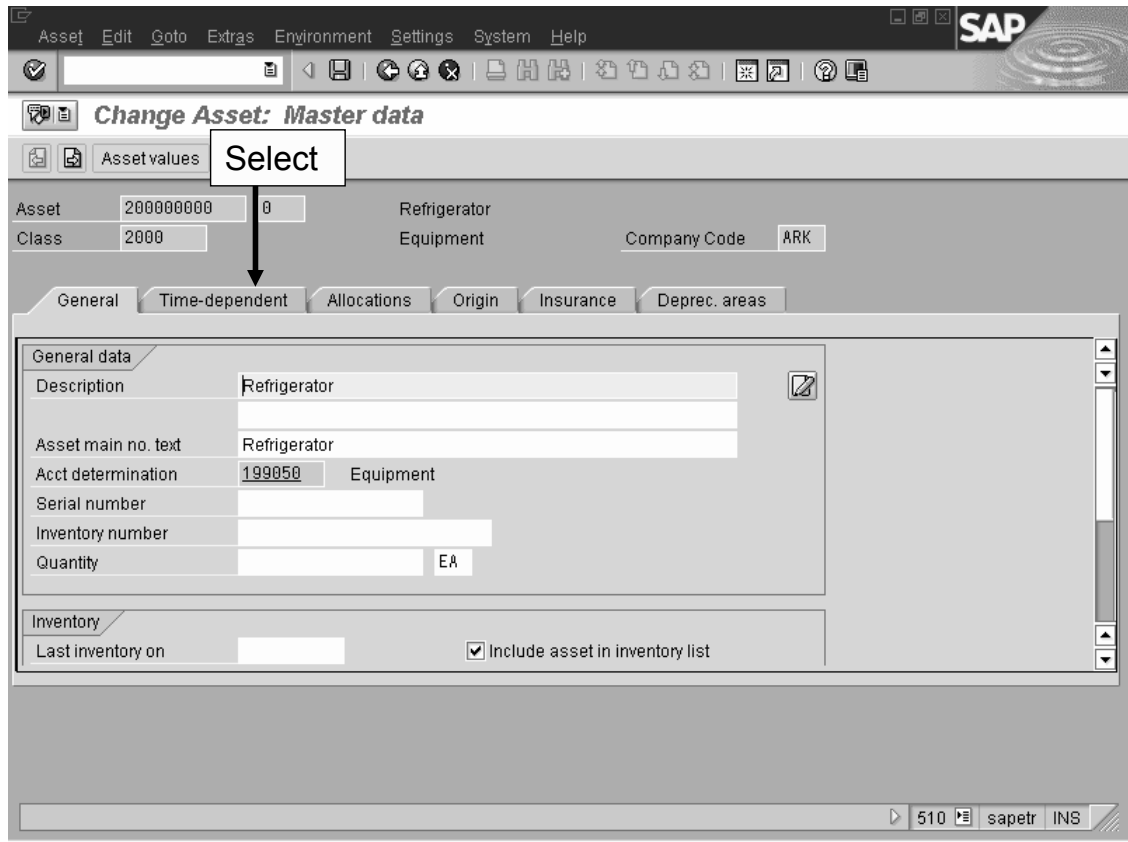
Serial number:
Inventory number:
Quantity: EA

Inventory

Last inventory on: ☐ ☒ Include asset in inventory list

510 sapetr INS

Changes may be made on any tab where a change is applicable and allowed. It is not necessary to select every tab – just select the appropriate tab, make required change and save.



Change Asset: Master data

Asset values **Select**

Asset: 200000000 0 Refrigerator
 Class: 2000 Equipment Company Code: ARK

General Time-dependent Allocations Origin Insurance Deprec. areas

General data

Description: Refrigerator

Asset main no. text: Refrigerator

Acct determination: 199050 Equipment

Serial number:

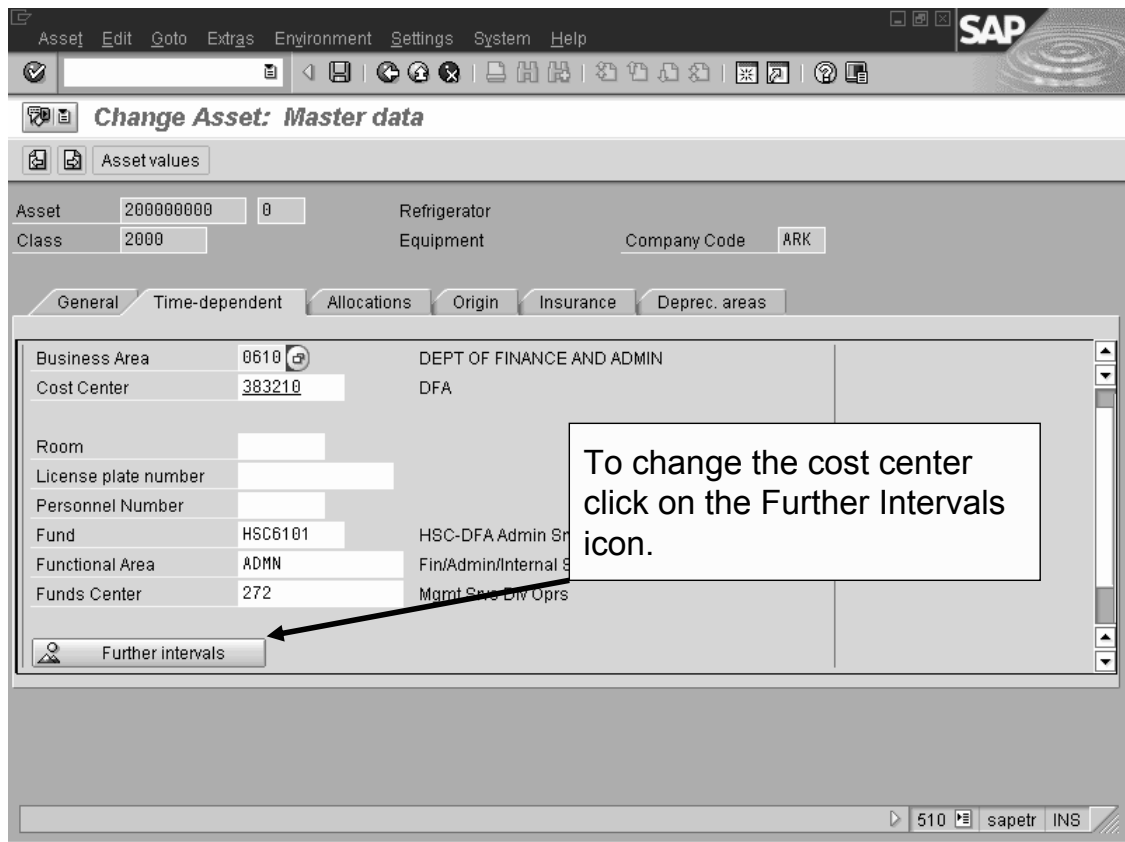
Inventory number:

Quantity: EA

Inventory

Last inventory on: ☐ ☒ Include asset in inventory list

510 sapetr INS



Change Asset: Master data

Asset values

Asset: 200000000 0 Refrigerator
Class: 2000 Equipment Company Code: ARK

General Time-dependent Allocations Origin Insurance Deprec. areas

Business Area: 0610 DEPT OF FINANCE AND ADMIN
Cost Center: 383210 DFA

Room:
License plate number:
Personnel Number:
Fund: HSC6101 HSC-DFA Admin Sr
Functional Area: ADMN Fin/Admin/Internal S
Funds Center: 272 Mgmt Svc Div Oprs

Further intervals

510 sapetr INS

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03/01/2004

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The system will allow you to change the cost center in the “Cost center” field, however, if postings have occurred to the asset master record these will not correspond to the new “Cost center” field. Therefore, you should use the following procedures to change the cost center if postings have occurred:

- if asset was purchased with one cost center but is going to be depreciated to another cost center
- if asset is being transferred, in your agency, to another location (cost center)

Use Transfer transaction ABUMN if changing the cost center causes a change in the fund or funds center.

Asset Edit Goto Extras Environment System Help

Change Asset: Overview of time intervals

Asset: 200000000 0 Refrigerator
 Class: 2000 Equipment Company Code: ARK

Time intervals

Fr	Bu...	Cost Center	Room	License plate	Personn...	Fund	Fu...	Funds Center	D...
01/01/1980	0610	383210				HSC6101	ADMN	272	

Choose interval Add interval

Click on the Add Interval icon.

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03/01/2004

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The line item will show the current cost center listed and the Fr date 01/01/1900.

Asset Edit Goto Extras Environment System Help

Change Asset: Overview of time intervals

Asset: 200000000 0 Refrigerator
Class: 2000 Equipment Company Code: ARK

Fr	Bu...	Cost Center	Room	License plate	Personn...	Fund	Fu...	Funds Center	D...
01/01/1900	0610	383210				HSC6101	ADMN	272	

Create New Interval

From-date of new interval: 02/5/2004

Choose interval Add interval

510 sapetr INS

Enter date for new cost center assignment. Green check or enter.

Asset Edit Goto Extras Environment System Help

Change Asset: Overview of time intervals

Asset: 200000000 0 Refrigerator
 Class: 2000 Equipment Company Code: ARK

Time intervals

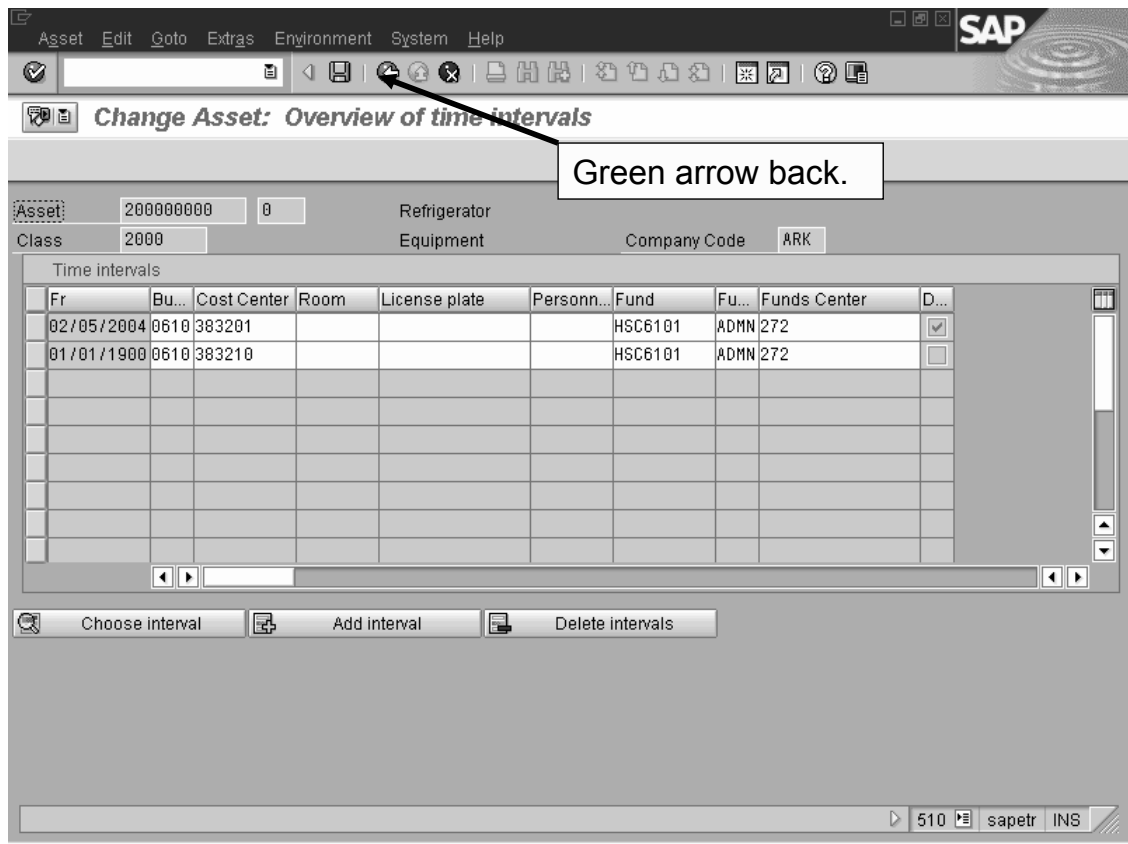
Fr	Bu...	Cost Center	Room	License plate	Person...	Fund	Fu...	Funds Center	D...
02/05/2004	0610	383210				HSC6101	ADMN	272	<input checked="" type="checkbox"/>
01/01/1900	0610	383210				HSC6101	ADMN	272	<input type="checkbox"/>

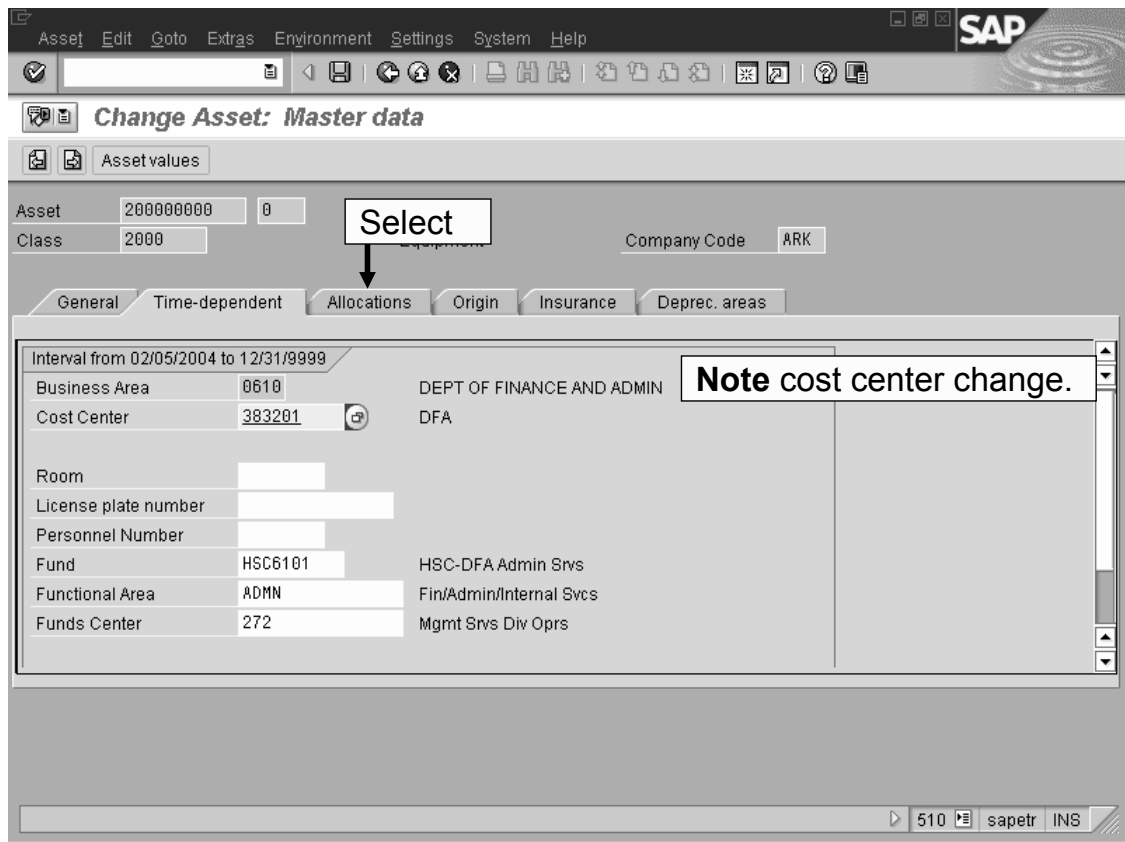
Change old cost center to new cost center by the new Fr (from) date. **VERY IMPORTANT:** Press enter or green check.

Choose interval Add interval Delete intervals

510 sapetr INS

The new line item will show the old cost center and the **NEW** Fr date you just entered.





The screenshot shows the SAP 'Change Asset: Master data' window with the 'Allocations' tab selected. A 'Select' box with a downward arrow points to the 'Cost Center' field. A 'Note cost center change.' box is also present. The 'Asset' field contains '200000000' and the 'Class' field contains '2000'. The 'Company Code' is 'ARK'. The 'Interval' is from 02/05/2004 to 12/31/9999. The 'Business Area' is '0610' (DEPT OF FINANCE AND ADMIN) and the 'Cost Center' is '383201' (DFA). Other fields include 'Room', 'License plate number', 'Personnel Number', 'Fund' (HSC6101, HSC-DFA Admin Svcs), 'Functional Area' (ADMN, Fin/Admin/Internal Svcs), and 'Funds Center' (272, Mgmt Svcs Div Oprs).

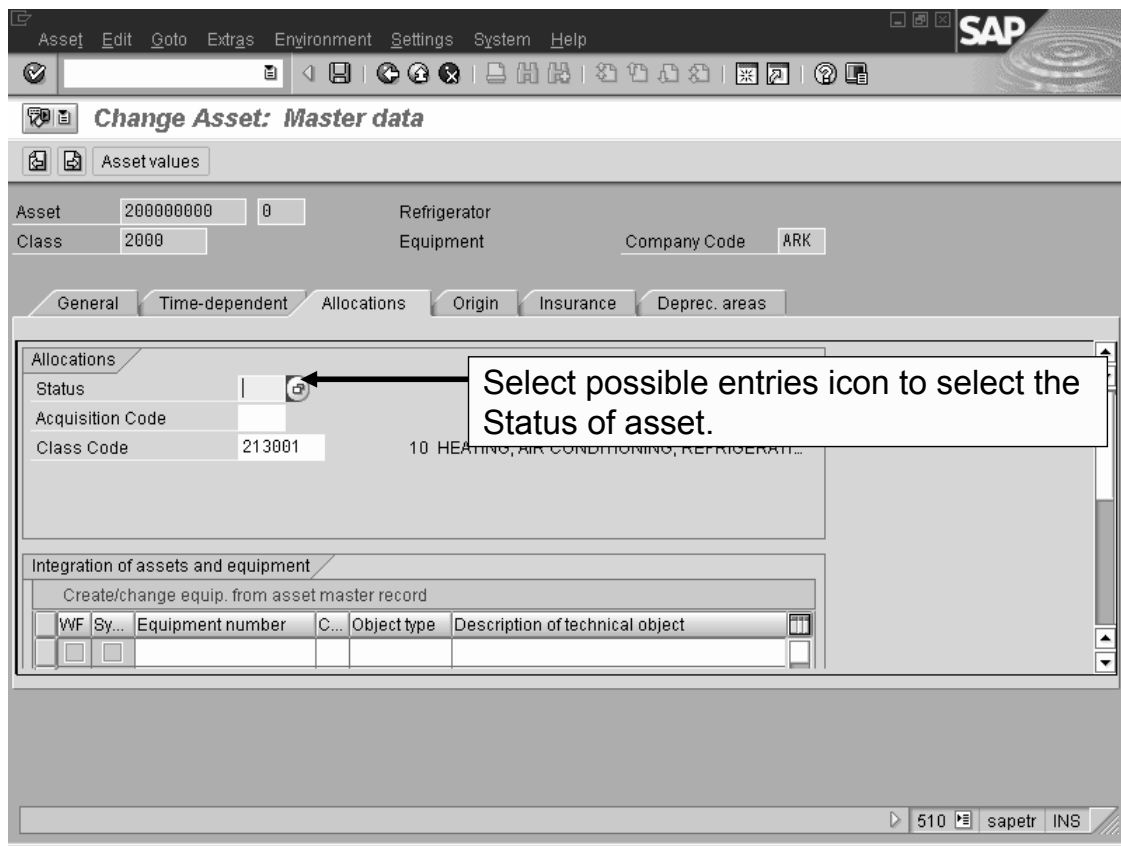
Field	Value	Description
Asset	200000000	
Class	2000	
Company Code	ARK	
Interval	02/05/2004 to 12/31/9999	
Business Area	0610	DEPT OF FINANCE AND ADMIN
Cost Center	383201	DFA
Room		
License plate number		
Personnel Number		
Fund	HSC6101	HSC-DFA Admin Svcs
Functional Area	ADMN	Fin/Admin/Internal Svcs
Funds Center	272	Mgmt Svcs Div Oprs

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03/01/2004

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If asset is being assigned to a specific room or person within the agency, enter the Room and/or Personnel number.

If this is a vehicle asset and you now know the license plate number, enter it.




Change Asset: Master data

Asset values

Asset: 2000000000 0 Refrigerator
Class: 2000 Equipment Company Code: ARK

General Time-dependent Allocations Origin Insurance Deprec. areas

Allocations

Status: []  Select possible entries icon to select the Status of asset.
Acquisition Code: []
Class Code: 213001 10 HEATING, AIR CONDITIONING, REFRIGERAT...

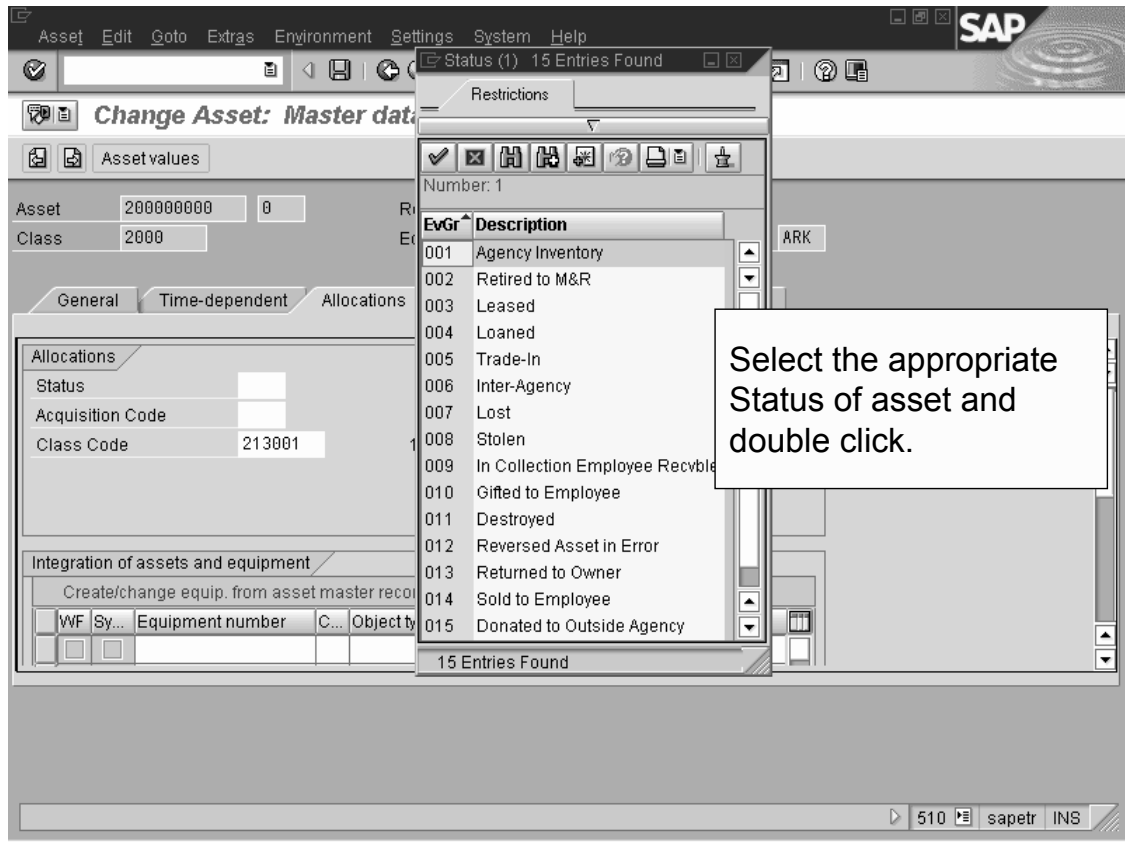
Integration of assets and equipment

Create/change equip. from asset master record

WF	Sy...	Equipment number	C...	Object type	Description of technical object

510 sapetr INS

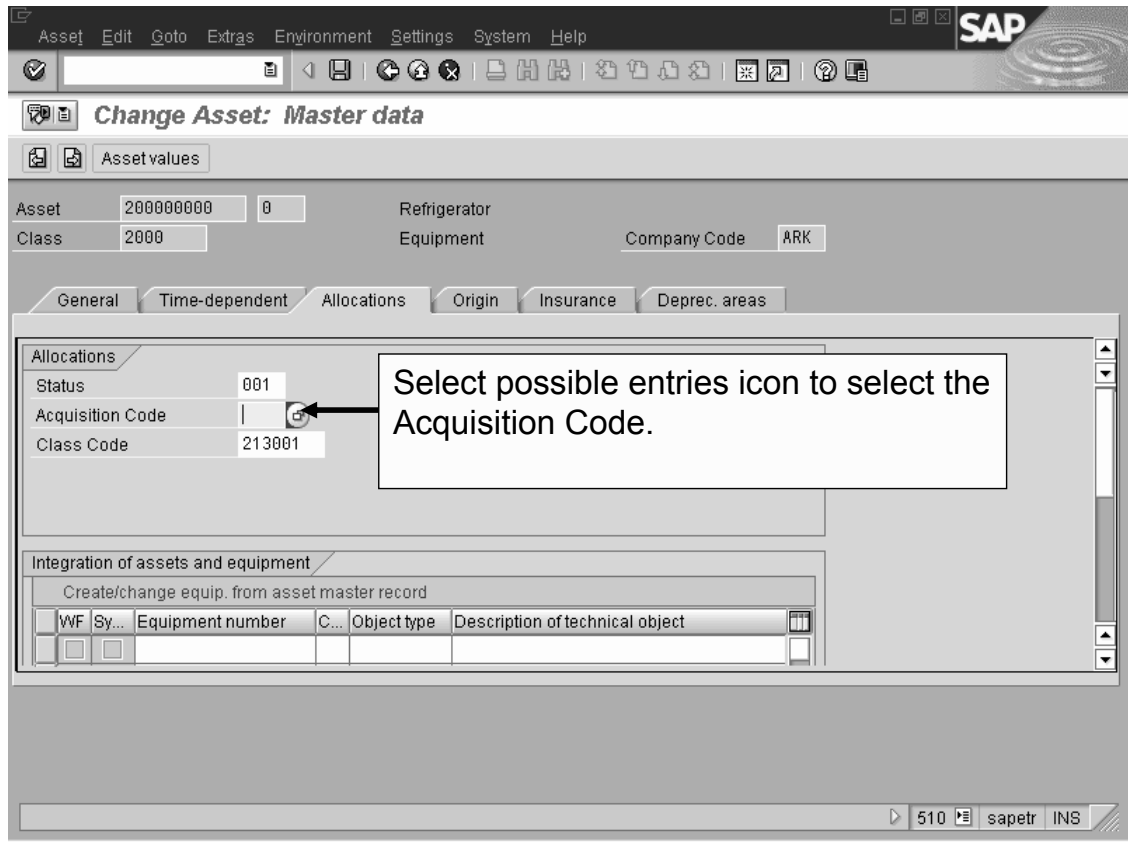
Upon receipt of asset the Status and Acquisition codes need to be entered.



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03/01/2004

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NOTE: The Asset Manager should update the Asset Master Record any time the status of the asset changes, e.g., transferred to another business area, retired to M&R, lost or stolen, etc.




The screenshot shows the SAP 'Change Asset: Master data' window. The 'Asset' field contains '200000000' and the 'Class' field contains '2000'. The 'Equipment' field is empty, and the 'Company Code' field contains 'ARK'. The 'Status' field contains '001' and the 'Acquisition Code' field is empty. The 'Class Code' field contains '213001'. The 'Integration of assets and equipment' section is visible at the bottom.

Change Asset: Master data

Asset: 200000000 0 Refrigerator
Class: 2000 Equipment Company Code: ARK

General Time-dependent Allocations Origin Insurance Deprec. areas

Allocations

Status: 001
Acquisition Code: 
Class Code: 213001

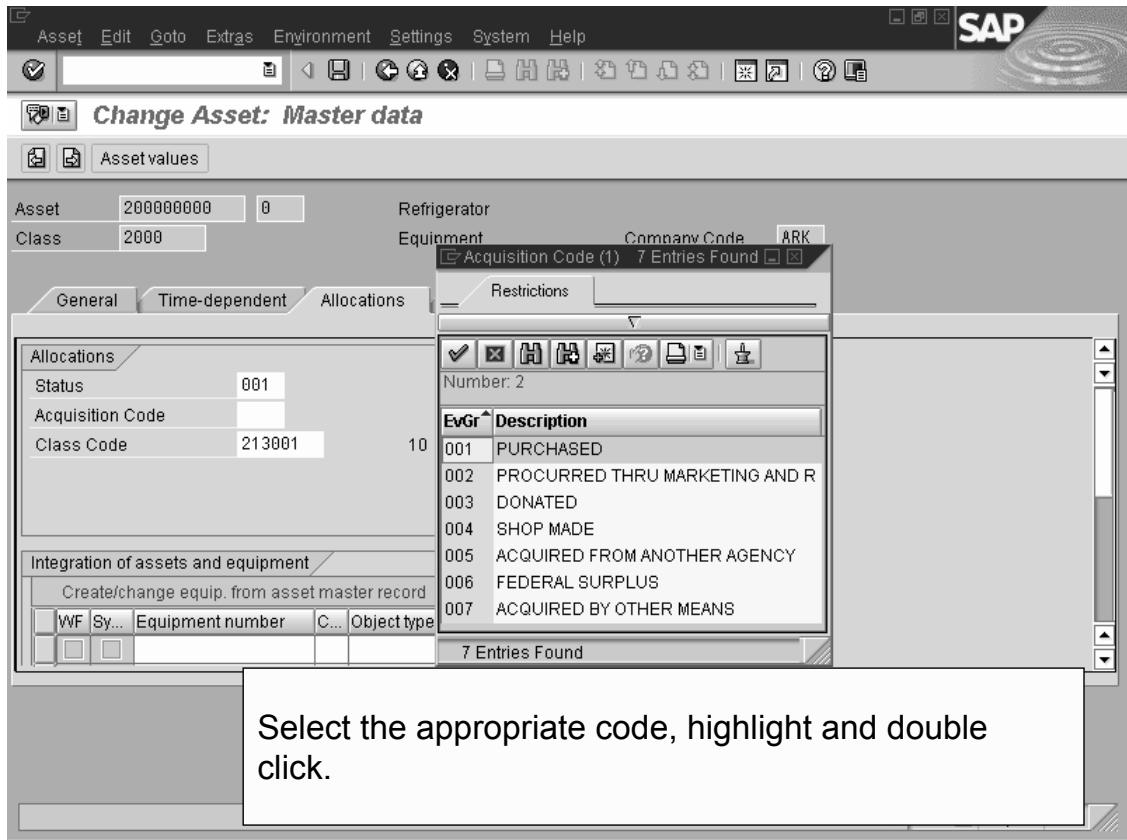
Integration of assets and equipment

Create/change equip. from asset master record

WF	Sy...	Equipment number	C...	Object type	Description of technical object

510 sapetr INS

Select possible entries icon to select the Acquisition Code.



Change Asset: Master data

Asset: 200000000 0 Refrigerator
Class: 2000 Equipment Company Code: ARK

Acquisition Code (1) 7 Entries Found

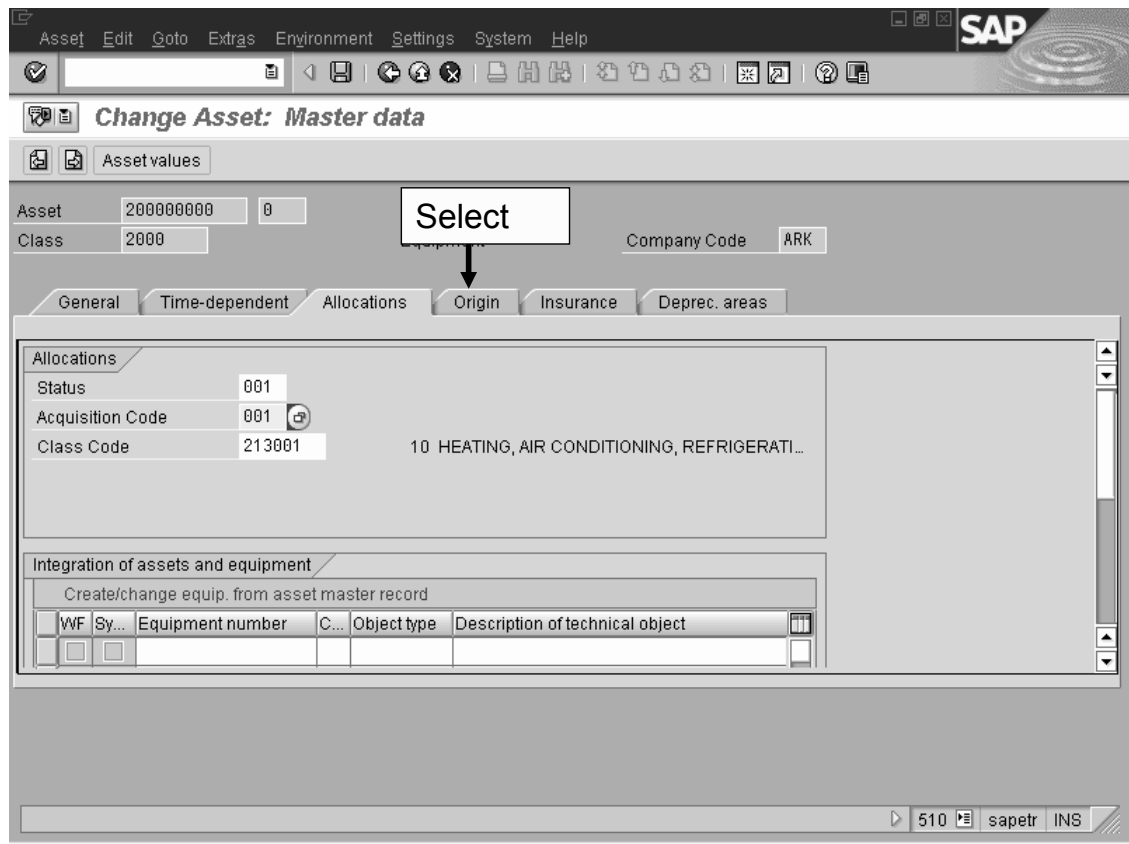
Restrictions

Number: 2

EvGr	Description
001	PURCHASED
002	PROCURED THRU MARKETING AND R
003	DONATED
004	SHOP MADE
005	ACQUIRED FROM ANOTHER AGENCY
006	FEDERAL SURPLUS
007	ACQUIRED BY OTHER MEANS

7 Entries Found

Select the appropriate code, highlight and double click.



Change Asset: Master data

Asset values

Asset: 200000000 0

Class: 2000

Company Code: ARK

General Time-dependent Allocations **Origin** Insurance Deprec. areas

Allocations

Status: 001

Acquisition Code: 001

Class Code: 213001 10 HEATING, AIR CONDITIONING, REFRIGERATI...

Integration of assets and equipment

Create/change equip. from asset master record

WF	Sy...	Equipment number	C...	Object type	Description of technical object

510 sapetr INS

Change Asset: Master data

Asset: 200000000 0 Refrigerator
Class: 2000 Equipment Company Code: ARK

General Time-dependent Allocations Origin Insurance Deprec. areas

Origin

Vendor: [] []
Manufacturer: []
☒ Asset purch. new
☐ Purchased used
Country of origin: []
Type name: []

Internal specifications

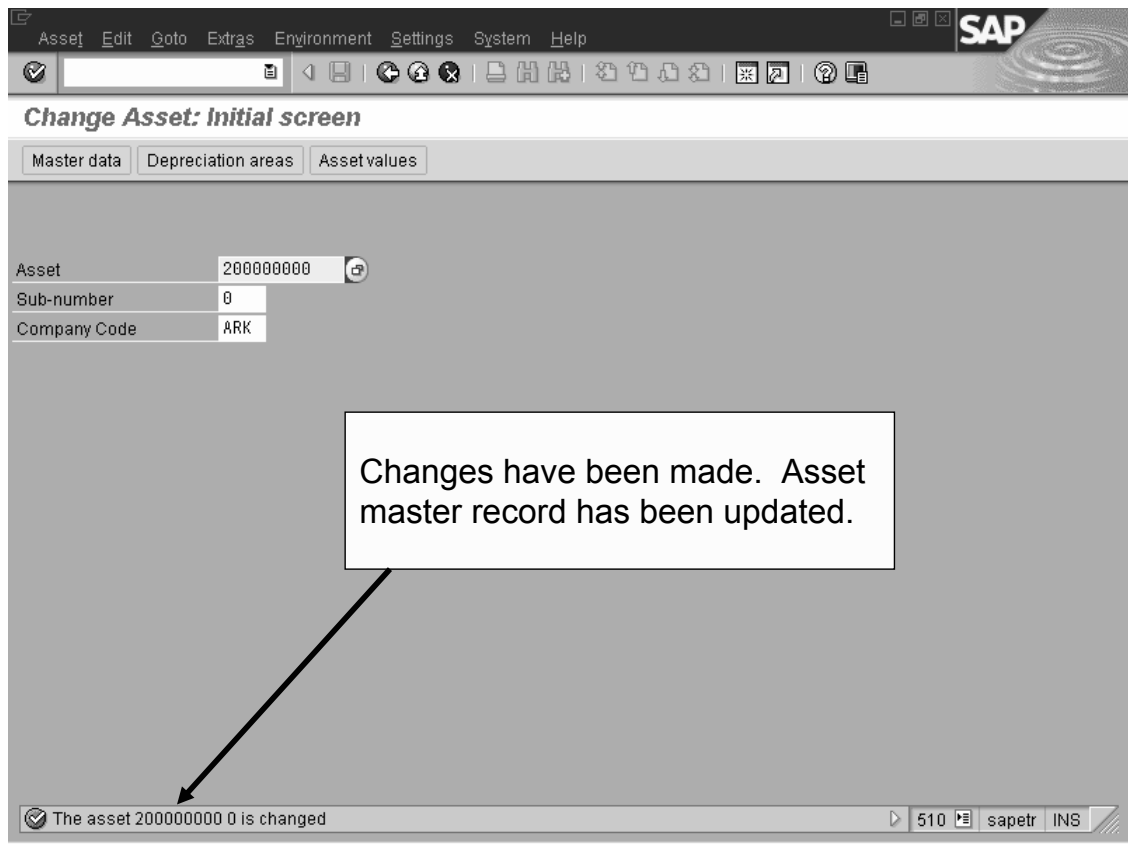
Original asset: [] Acq. on: []
In-house prod.perc.: []

Save

Make any other desired changes.

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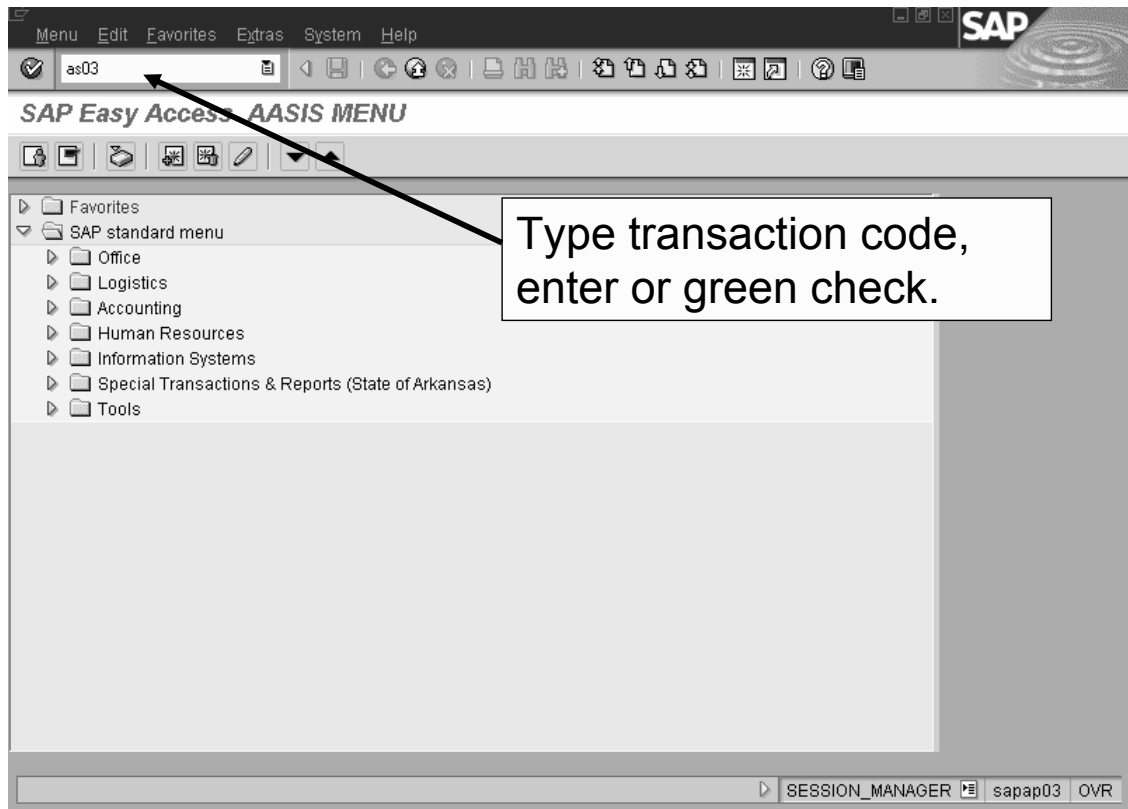
NOTE: Do not change useful life without obtaining approval from DFA/OA-CAFR, per the Financial Management Guide (projected effective date 10/1/04).





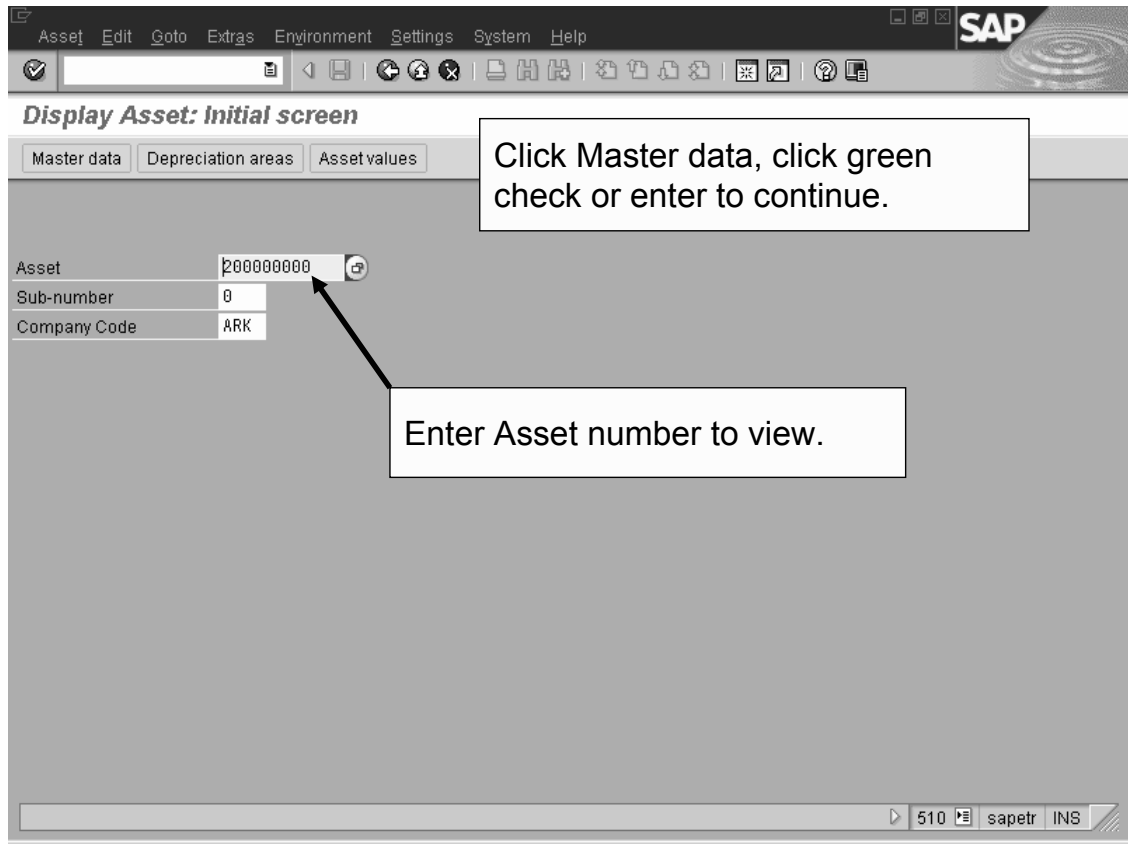
DISPLAY ASSET – AS03

This transaction is used to view an existing asset master record.



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03/01/2004

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Display Asset: Initial screen

Master data Depreciation areas Asset values

Asset 2000000000

Sub-number 0

Company Code ARK

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Click Master data, click green check or enter to continue.

Enter Asset number to view.

Asset Edit Goto Extras Environment Settings System Help

Display Asset: Master data

Asset values

Asset: 200000000 0 Refrigerator
Class: 2000 Equipment Company Code: ARK

General Time-dependent Allocations Origin Insurance Deprec. areas

General data

Description: Refrigerator

Asset main no. text: Refrigerator

Acct determination: 199050 Equipment

Serial number:

Inventory number:

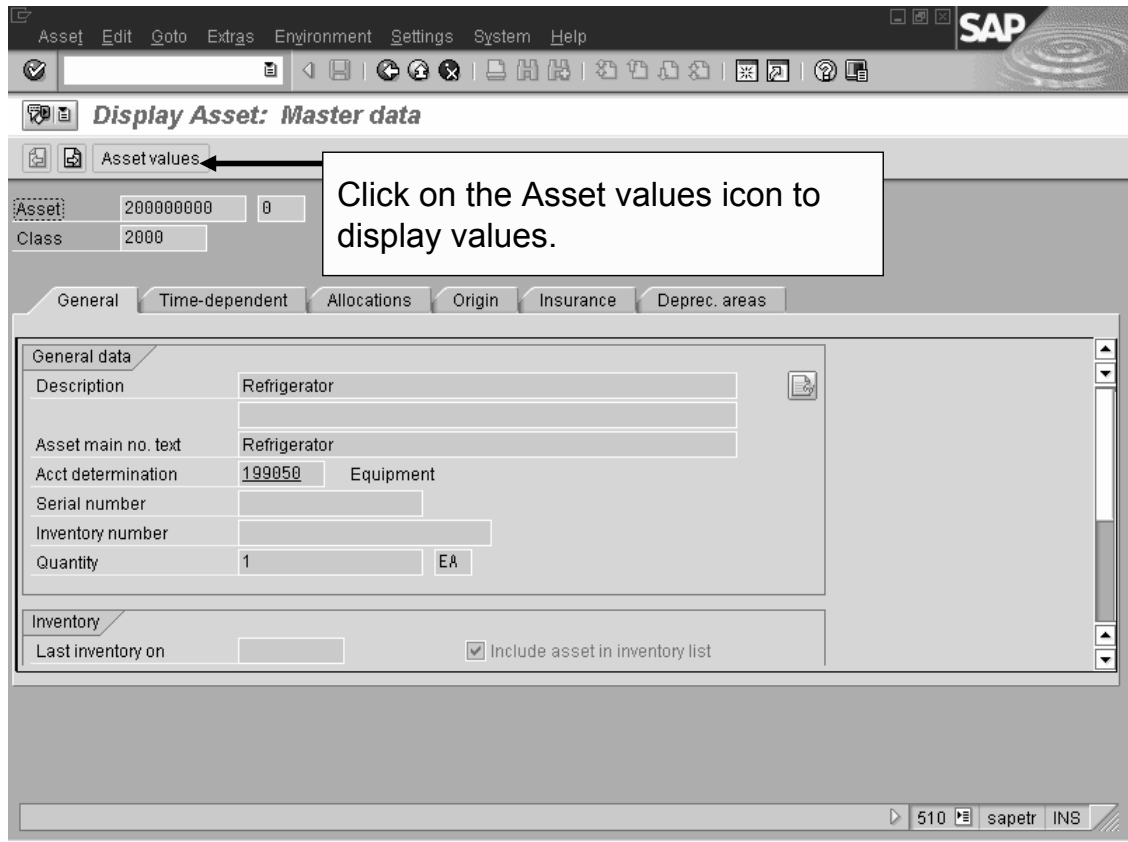
Quantity: 1

Inventory

Last inventory on: ☐ Include asset in inventory list

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Click on the tab for the information you wish to view.



Display Asset: Master data

Asset values

Click on the Asset values icon to display values.

General Time-dependent Allocations Origin Insurance Deprec. areas

General data

Description Refrigerator

Asset main no. text Refrigerator

Acct determination 199050 Equipment

Serial number

Inventory number

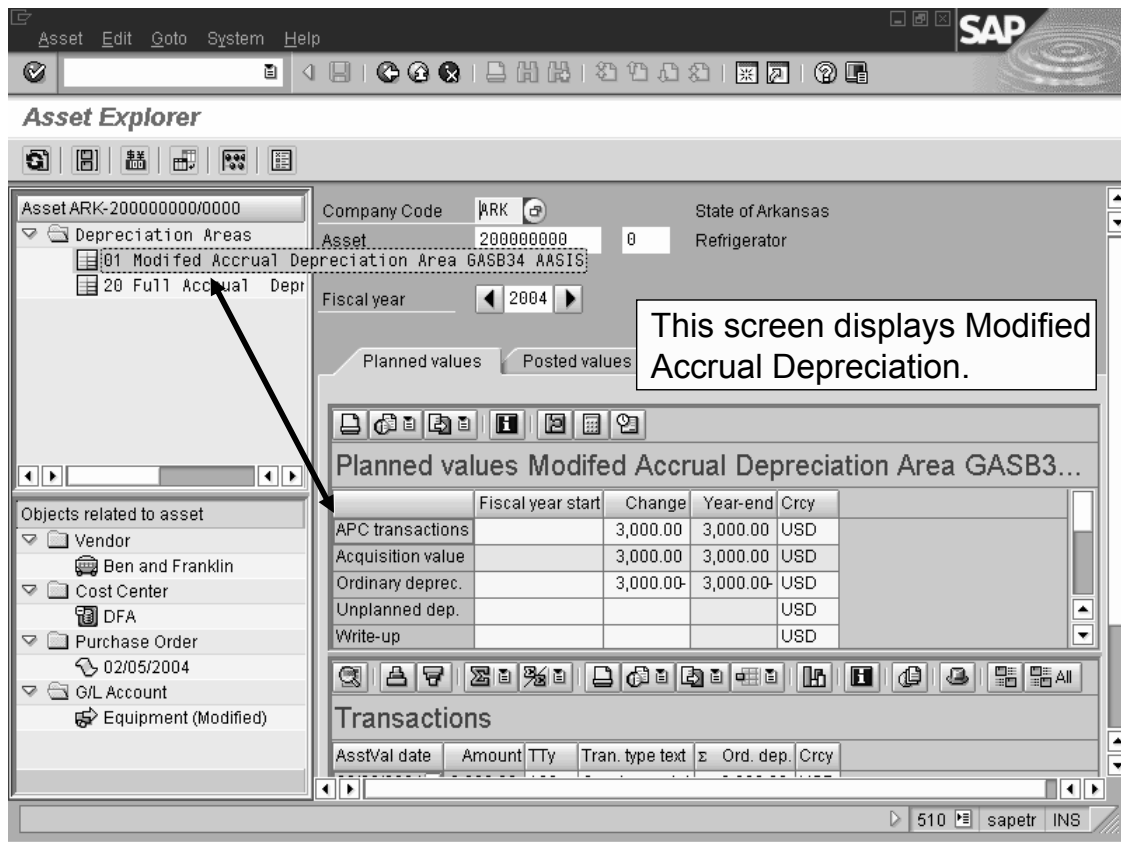
Quantity 1 EA

Inventory

Last inventory on

☒ Include asset in inventory list

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Asset Explorer

Asset ARK-200000000/0000

Depreciation Areas

- 01 Modified Accrual Depreciation Area GASB34 AASIS
- 20 Full Accrual Depreciation Area GASB34 AASIS

Company Code ARK State of Arkansas

Asset 200000000 0 Refrigerator

Fiscal year 2004

Planned values Posted values

Planned values Modified Accrual Depreciation Area GASB3...

	Fiscal year start	Change	Year-end	Crcy
APC transactions		3,000.00	3,000.00	USD
Acquisition value		3,000.00	3,000.00	USD
Ordinary deprec.		3,000.00	3,000.00	USD
Unplanned dep.				USD
Write-up				USD

Transactions

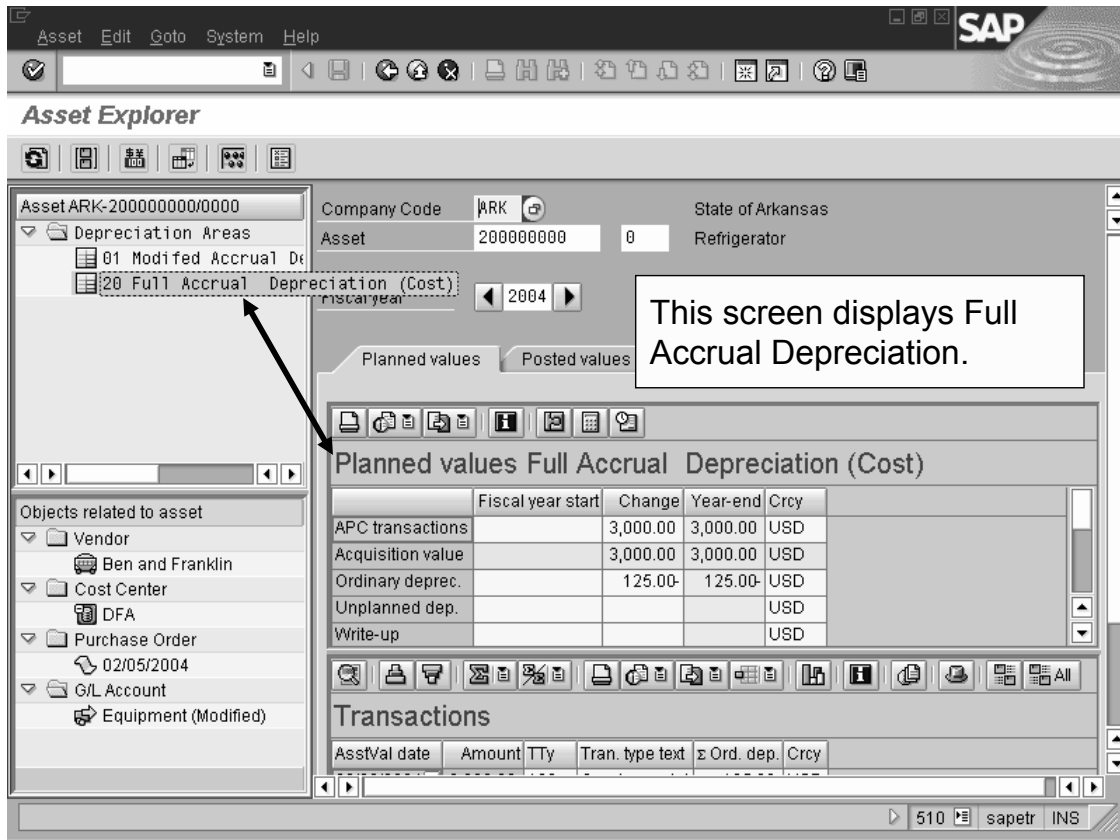
AsstVal date	Amount	TTY	Tran. type text	Σ	Ord. dep.	Crcy

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This screen displays Modified Accrual Depreciation.

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03/01/2004

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Asset Explorer

Asset ARK-200000000/0000

Depreciation Areas

- 01 Modified Accrual De
- 20 Full Accrual Depreciation (Cost)

Company Code ARK State of Arkansas

Asset 200000000 0 Refrigerator

Planned values

Planned values Full Accrual Depreciation (Cost)

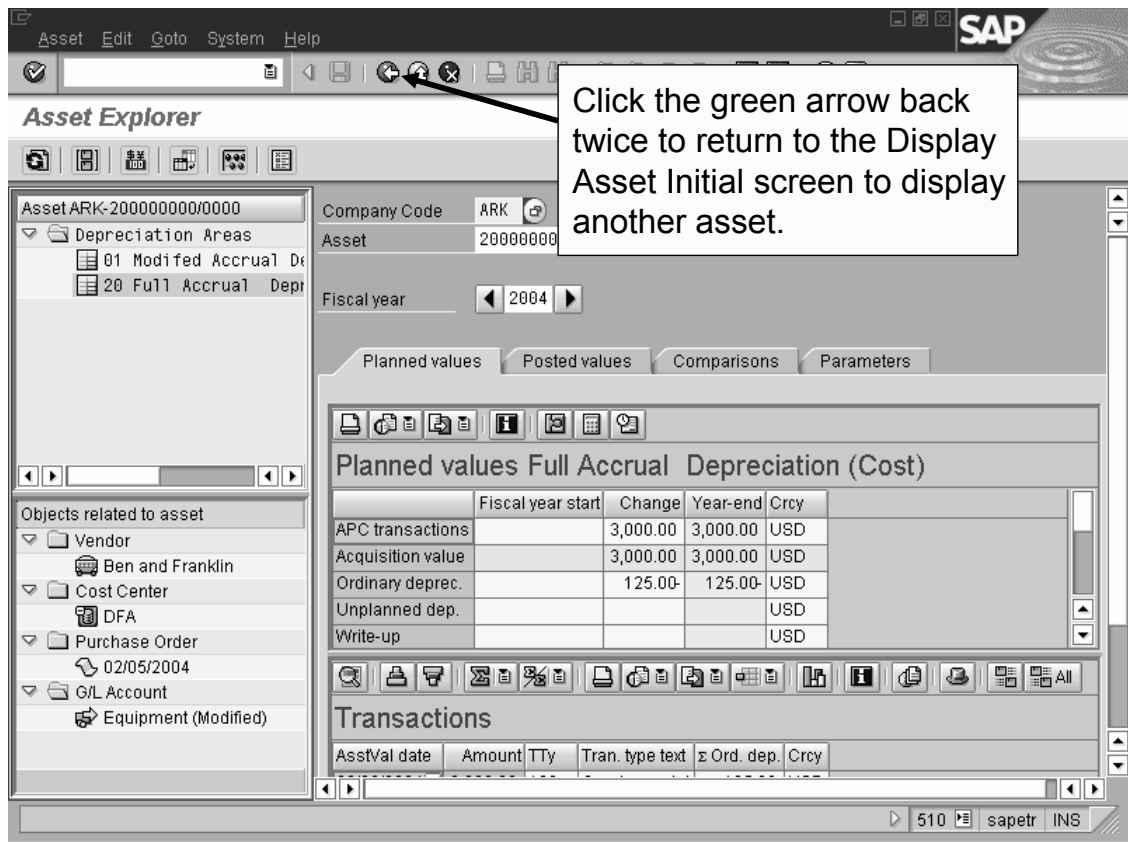
	Fiscal year start	Change	Year-end	Crcy
APC transactions		3,000.00	3,000.00	USD
Acquisition value		3,000.00	3,000.00	USD
Ordinary deprec.		125.00	125.00	USD
Unplanned dep.				USD
Write-up				USD

Transactions

AsstVal date	Amount	TTY	Tran. type text	Σ Ord. dep.	Crcy

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This screen displays Full Accrual Depreciation.



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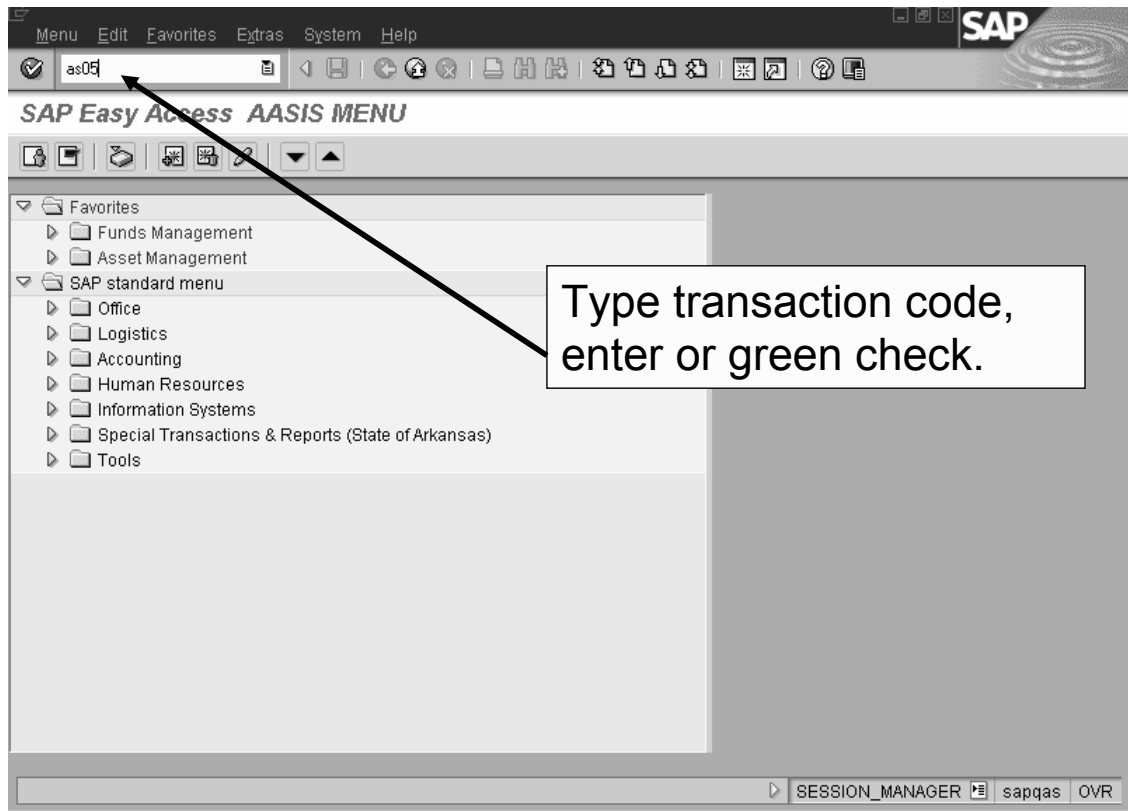
2-50

NOTE: You can also change the asset number on this screen and press the enter key to refresh with the new data.



BLOCK ASSET – AS05

This transaction is used to set the blocking indicator in the asset master record. Once the blocking indicator is set, you can no longer post to this asset.



Block Asset: Initial screen

Block

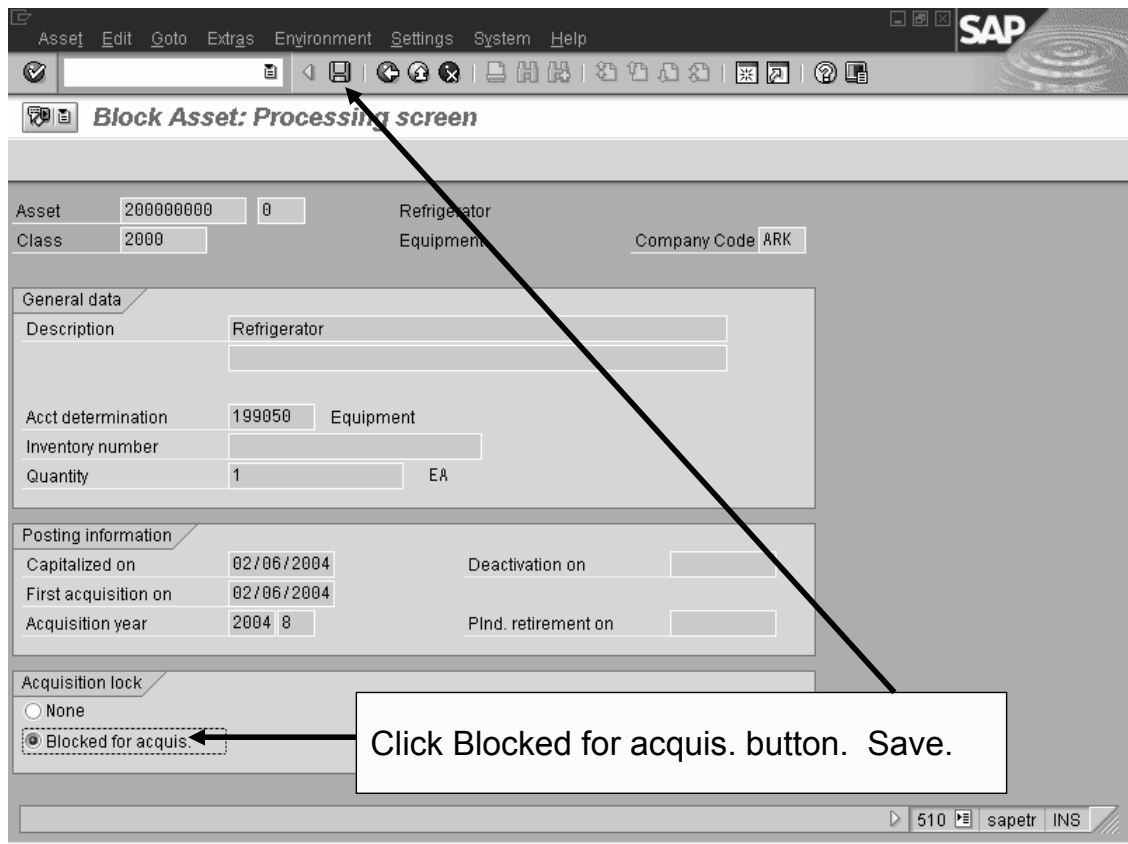
Asset 2000000000

Sub-number 0

Company Code ARK

Enter Asset number to block postings. Click the Block button.

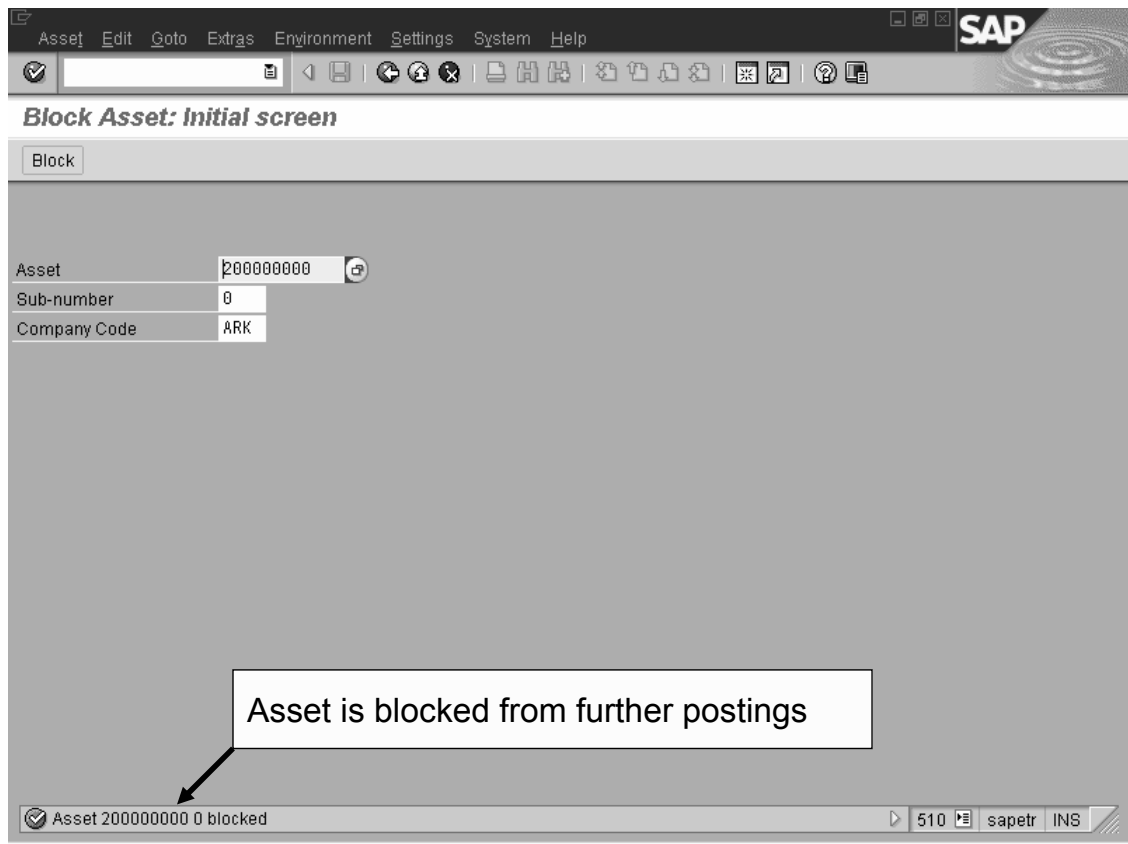
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The screenshot shows the SAP 'Block Asset: Processing screen'. The title bar includes 'Asset', 'Edit', 'Goto', 'Extras', 'Environment', 'Settings', 'System', and 'Help'. The main content area is divided into several sections:

- Asset Data:** Asset number '200000000', Class '2000', Refrigerator Equipment, and Company Code 'ARK'.
- General data:** Description 'Refrigerator', Acct determination '199050 Equipment', Inventory number, and Quantity '1 EA'.
- Posting information:** Capitalized on '02/06/2004', First acquisition on '02/06/2004', Acquisition year '2004 8', Deactivation on, and Plnd. retirement on.
- Acquisition lock:** Radio buttons for 'None' and 'Blocked for acquis.' (selected).

Annotations include a black arrow pointing from the 'Blocked for acquis.' radio button to a text box that says 'Click Blocked for acquis. button. Save.' and another black arrow pointing from the top toolbar to the 'Block Asset: Processing screen' title bar.



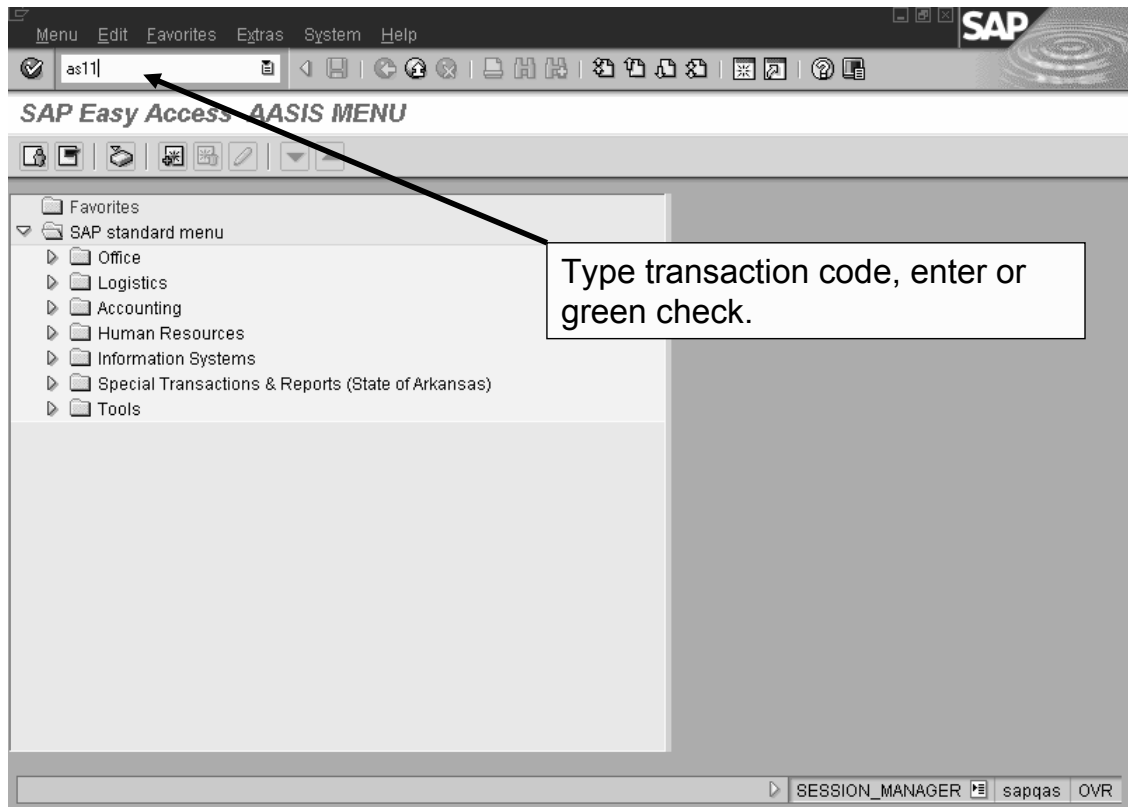


CREATE SUB-NUMBER - AS11

This transaction is used to create a sub-number for an existing asset.

An asset sub-number is needed when:

- an additional purchase allows the asset to do something it could not do before.
- an additional purchase increases the recommended useful life of the original asset.
- an additional purchase is made in a subsequent fiscal year.
- sales tax is paid for a vehicle purchase.



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03/01/2004

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Create Subnumber: Initial screen

Master data | Depreciation areas

Asset: 200000001

Company Code: ARK

Number of similar subnumbers: 1

☐ Post-capitalizatr

Enter the main asset number that requires a sub-number and Company Code – ARK. Enter or green check.

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The “Number of similar sub-numbers” field defaults to 1. However, change the number to the number of similar sub-numbers needed.

Create Asset: Master data

Asset values

Asset: 200000001 1

Class: 2000 Equipment Company Code: ARK

General Time-dependent Allocations Origin Insurance Deprec. areas

General data

Description: Computer, Dell

Asset main no. text: Computer, Dell

Acct determination: 199050 Equipment

Serial number:

Inventory number:

Quantity: EA

Inventory

Last inventory on: ☐ ☒ Include asset in inventory list

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This is an example for a hard drive being paid for. It will be installed on a previously purchased computer.

Data will be copied from the main asset number and may be changed as necessary.

Asset Edit Goto Extras Environment Settings System Help

Asset values

Asset: 200000001 Select Computer, Dell
Class: 2000 Equipment Company Code: ARK

General Time-dependent Allocations Origin Insurance Deprec. areas

General data

Description: Computer, Dell - hard drive

Asset main no. text: Computer, Dell

Acct determination: 199050 Equipment

Serial number:

Inventory number:

Quantity: EA

Inventory

Last inventory on: ☐ Include asset in inventory list

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Once you have typed in the additional description, select the Time-Dependent tab.

Create Asset: Master data

Asset: 200000001 1 **Select** r, Dell - hard drive
Class: 2000 nt Company Code: ARK

General Time-dependent **Allocations** Origin Insurance Deprec. areas

Interval from 01/01/1900 to 12/31/9999

Business Area	0610	DEPT OF FINANCE AND ADMIN
Cost Center	383210	DFA
Room		
License plate number		
Personnel Number		
Fund	HSC6101	HSC-DFA Admin Svcs
Functional Area	ADMN	Fin/Admin/Internal Svcs
Funds Center	272	Mgmt Svcs Div Oprs

Information may be changed if sub asset is being purchased/paid from a different cost center.

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If cost center is being changed, remove (blank out) the fund, functional area, and funds center after you have entered the new cost center, then press the enter key. This is necessary to update those fields. Otherwise, the system will not allow you to create the asset if the fund, functional area and/or funds center do not match the cost center assignment in funds management.

Asset Edit Goto Extras Environment Settings System Help

Asset values

Asset: 200000001 1 Computer, Dell - hard drive
Class: 2000 Equipment Company Code: ARK

General Time-dependent Allocations Origin Insurance Deprec. areas

Allocations

Status: 001 Agency Inventory
Acquisition Code: 001 PURCHASED
Class Code: 212003 05 DATA PROCES

Integration of assets and equipment

Create/change equip. from asset master record

WF	Sy...	Equipment number	C...	Object type	Description of technical object

Remove the Status and Acquisition Codes until the asset has been received/paid. The class code will remain the same since this is additional cost to the original asset.

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Asset Edit Goto Extras Environment Settings System Help

Asset values

Asset: 200000001 1 Compute Equipment: **Select** Company Code: ARK

Class: 2000

General Time-dependent Allocations **Origin** Insurance Deprec. areas

Allocations

Status: Agency Inventory

Acquisition Code: PURCHASED

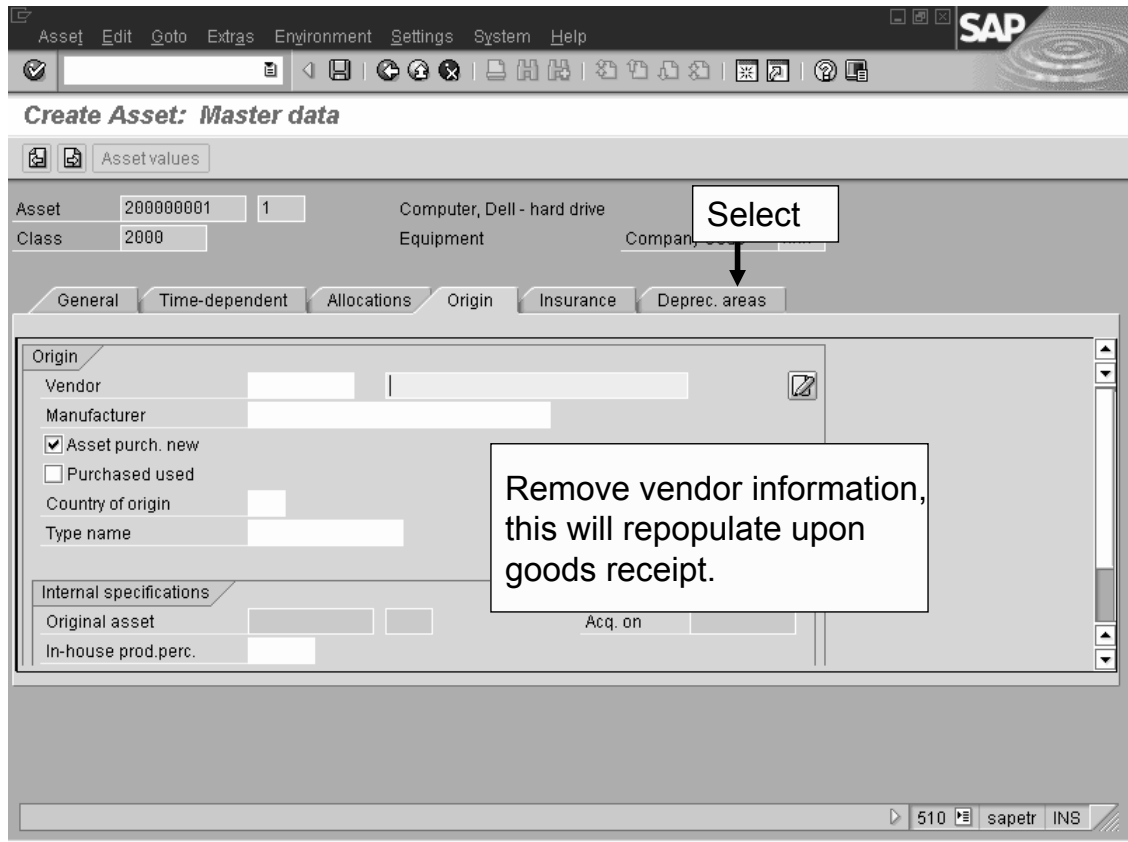
Class Code: 212003 05 DATA PROCESSING EQUIPMENT

Integration of assets and equipment

Create/change equip. from asset master record

WF	Sy...	Equipment number	C...	Object type	Description of technical object

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Create Asset: Master data

Asset: 200000001 1 Computer, Dell - hard drive
 Class: 2000 Equipment Company: [Select]

General Time-dependent Allocations Origin Insurance Deprec. areas

Origin

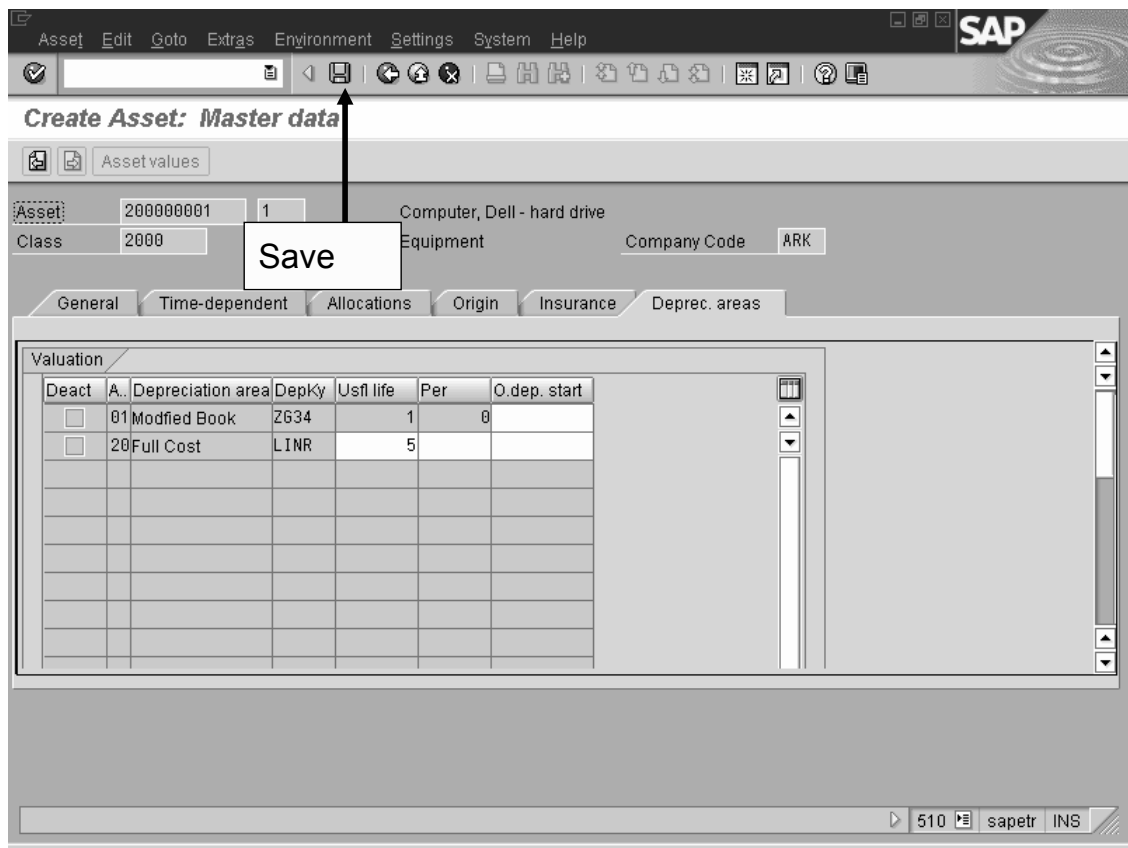
Vendor: [] [Select]
 Manufacturer: []
☒ Asset purch. new
☐ Purchased used
 Country of origin: []
 Type name: []

Internal specifications

Original asset: [] Acq. on: []
 In-house prod.perc.: []

Remove vendor information, this will repopulate upon goods receipt.

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Create Asset: Master data

Asset: 2000000001 1 Computer, Dell - hard drive
 Class: 2000 Equipment Company Code: ARK

Save

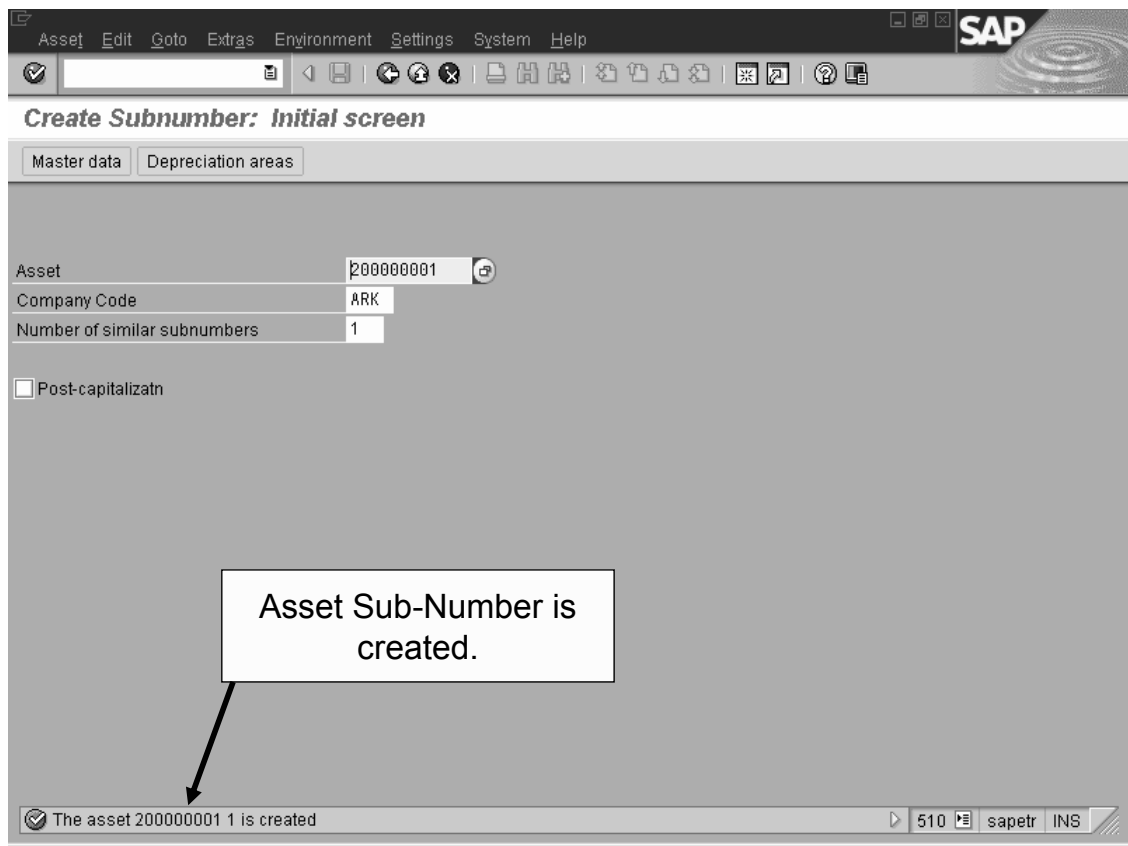
General Time-dependent Allocations Origin Insurance Deprec. areas

Valuation

Deact	A.	Depreciation area	DepKy	Usfl life	Per	O.dep. start
<input type="checkbox"/>	01	Modified Book	Z634	1	0	
<input type="checkbox"/>	20	Full Cost	LINR	5		

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If the purchase of this sub-number will increase the “Usfl life” of the main asset, change the useful life of the main asset.



The screenshot displays the SAP 'Create Subnumber: Initial screen'. The 'Asset' field contains '2000000001', 'Company Code' is 'ARK', and 'Number of similar subnumbers' is '1'. A message box states 'Asset Sub-Number is created.' with an arrow pointing to the status bar at the bottom, which reads 'The asset 2000000001 1 is created'. The status bar also shows '510', 'sapetr', and 'INS'.